

**A Code of Conduct for Employees
Kennebec Valley Community College
Fairfield, Maine**

As reflected in its mission, Kennebec Valley Community College believes in the ideals of scholarship, life-long learning, community service, respect for diversity, commitment to excellence, and individual integrity. Furthermore, the College believes that a sense of community is achieved when these ideals and values are evident in the interactions among all campus members.

KVCC is dedicated to fostering an atmosphere of respect and tolerance among all members of the campus. Therefore, the College is hopeful that every member of the campus community will commit to these ideals and values, and promote their general principles.

I. General Principles

All employees of Kennebec Valley Community College have responsibilities that are inherent in their roles as members of an academic community, and their roles as employees of the State of Maine. Consequently, this code enumerates the topic of ethics for all employees at the College. While this Code of Ethics cannot address every responsibility, or foresee every contingency, the following principles are considered essential to the KVCC community. Administrators, faculty, and staff have the responsibility to:

- A. respect the rights of all members of the campus community regarding freedom of thought and opinion, freedom of speech and expression, and freedom of association;
- B. treat all members of the college community with equal consideration and respect regardless of age, race, gender, ethnicity, religion, sexual orientation, position, or disability;
- C. refrain from the harassment of, or the illegal discrimination against any individual, or group of individuals, based upon age, race, gender, ethnicity, religion, sexual orientation, or disability;
- D. present information accurately;
- E. adhere to all College policies and procedures, and to conscientiously fulfill their duties and responsibilities;
- F. maintain the confidentiality of all official records and any privileged information, both academic and otherwise;
- G. avoid conflicts of interest;
- H. refrain from abuses of authority arising from their professional or official roles;
- I. maintain and properly utilize College property;

- J. promote a campus atmosphere based upon these designated values and ideals; and
- K. protect the integrity of one's discipline/profession, and of KVCC.

II. Relationships with Students

All relationships with students must comply with the aforementioned values and ideals. All employees of the College should perform their professional responsibilities regarding students in a fair and conscientious manner based upon ethical standards generally recognized within an academic community. Specifically, in their relationships with students as educators, advisers, and service providers, employees are expected to:

- A. refrain from engaging in amorous, sexual, or potentially exploitative relationships with a student, consensual or otherwise, if the employee has an academic or supervisory responsibility for the student, or is in a position to make any decisions affecting the student;
- B. institute appropriate actions to ensure academic integrity among students with respect to plagiarism and cheating, stealing, mutilation of College property, and refer such matters for disciplinary measures when such actions have occurred.

III. Relationships with Colleagues and the College

All relationships with colleagues and Kennebec Valley Community College shall comply with the aforementioned values and ideals. All employees are expected to:

- A. refrain from actions that interfere with the responsible implementation of their duties to the College;
- B. perform supervisory, administrative, and collegial responsibilities in a fair and objective manner, especially concerning evaluation, probation, discipline, and other conditions of employment; and
- C. refrain from engaging in amorous, sexual, or potentially exploitative relationships with employees in a subordinate position, or over whom there is the authority to make any employment decisions.

IV. Relationships with the Community at Large

All interactions with the community at large shall incorporate the aforementioned values and ideals. Consequently, all employees are expected to:

- A. represent Kennebec Valley Community College only when authorized to do so, and should otherwise clarify their role as private citizens when addressing the public;
- B. be aware of conflicts of interest between their roles in the College and their private activities and interests. Whenever a potential conflict of interest arises, the employee should consult with

his/her supervisor, and should excuse himself/herself from involvement in the conflicting activity; and

- C. adhere to all state/federal laws relative to the Maine Community College System.

V. Conduct of Research

The conduct of all research associated with Kennebec Valley Community College should comply with the aforementioned values and ideals. As a result, every employee of the College community has the responsibility to ensure that scholarly and scientific research is conducted in accordance with the highest standards of academic integrity. Any member of the campus community who conducts research or supervises the research of others should:

- A. follow accepted standards for scholarly/scientific research including College, state, and federal policies and regulations as well as professional guidelines commonly accepted within the specific discipline;
- B. avoid fraud, deceit, and dishonesty; and
- C. follow accepted standards regarding the proper citation of others' work, and acknowledge the contributions of all individuals of the KVCC community, including the accomplishments of colleagues and students.

VI. Computer Use

Kennebec Valley Community College provides computing resources that benefit faculty, staff, and students and support the instructional and administrative activities of the College. The College is committed to computer policies which promote its mission and encourages respect for the rights of other computer users.

Use of computing resources and facilities must be for activities related to the mission of the College. Computing resources are to be used in an effective, efficient, ethical, and lawful manner.

Access to computer systems and networks, including Internet, impose responsibilities and obligations on the part of users. Users are expected to demonstrate respect for intellectual property, data ownership, system security, and individuals' rights to access information, and freedom from intimidation or harassment.

Improper uses of the College computer facilities are prohibited as follows:

- A. The use of computer resources for cheating, plagiarism, furnishing false information, or other acts of academic dishonesty.
- B. The use of computer systems which interfere with the work of employees or students, or disrupt the normal operation of the College.

- C. Insertion or deletion of data (including software, screensavers, etc) on a computer system to deliberately cause problems resulting in extra work or downtime.
- D. Computer use which monopolizes resources; network use which creates unnecessary network traffic; broadcasts of inappropriate electronic mail or messages; transmissions of electronic chain letters or other requests for money; and distribution or circulation of media known to contain computer viruses.
- E. Copying, distributing, (either for free or monetary gain), or receiving copyrighted software or electronic information without paying the specified fee (according to U.S. Copyright laws).
- F. Unauthorized sharing and/or attempting to access computer accounts, or accessing codes and passwords of other users.
- G. Unauthorized commercial or business use of College computer resources for individual or private gain.
- H. The use of College computer facilities to access or attempt to access to student or employee information for any purpose not specifically job-related.

The Code of Ethics for the Employees of Kennebec Valley Community College may be revised or amended at any time. The procedure for amendment and approval must be in accordance with the general policies of the College in effect at the time the request for amendment and approval is made.

I attest that I have read this Code of Conduct.

(signature of employee)

(printed name of employee)