

SECTION 1500.05  
CODE OF CONDUCT

Lake Region State College (LRSC) is committed to ethical and professional conduct. It is the responsibility of each employee acting on behalf of LRSC, including student employees, to comply with legal and regulatory requirements, policies, and procedures that apply to her/his particular duties.

There may be instances when a policy or procedure appears difficult to interpret or to apply. In those cases, clarification should be sought through the employee's supervisor. If necessary, further questions should be directed to the administration office that has responsibility for the oversight of the policy.

This policy applies to all employees or contracted professionals of Lake Region State College.

**Expectations** – It is expected that all employees:

1. perform their duties conscientiously, honestly, and in accordance with the best interests of LRSC.
2. comply with applicable federal and state laws, SBHE, NDUS and LRSC policies and procedures.
3. will not use their position or the knowledge gained as a result of their position for private or personal advantage.
4. support an environment that is free of intimidation, threatening behavior, discrimination and/or harassment.
5. conduct themselves in a businesslike manner.
6. will be responsible and use good judgement when spending LRSC funds including reimbursable expenses.
7. follow the policies and procedures for recording, handling, and protecting money and other assets.
8. will not make, send, enter or distribute a false record or communication of any kind.
9. comply with applicable laws, regulations, SBHE policies and NDUS procedures concerning privacy, confidential records, access to open records and records retention.
10. make every effort to communicate completely, accurately, and in a timely manner.
11. only collect personal information necessary for LRSC business.
12. retain customer information for only as long as required by LRSC's records retention schedule.
13. will have a legitimate business reason for accessing information.
14. will only accept *de minimus* contributions, such as a purchase of a meal at reasonable value as part of a conference or other event with no conditions attached.
15. will not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which LRSC has or is likely to have business dealings.
16. will not accept kickbacks and commissions from suppliers.
17. avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with LRSC, or that provides goods or

- services to LRSC, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties.
18. share responsibility for good public relations, especially at a community level.
  19. must avoid outside activities that create an excessive demand upon their time and attention, thus depriving LRSC of their best efforts in fulfilling their job duties or that create a conflict of interest, or an obligation, interest, or distraction, that interferes with the independent exercise of judgment in the best interest of LRSC.
  20. separate their personal roles from their LRSC positions when communicating on matters not involving LRSC business. They may not use LRSC identification, stationery, supplies, and equipment for personal or political matters.
  21. may not represent that they speak for LRSC, unless that is one of their duties or they are otherwise authorized to do so.
  22. must take care not to compromise the integrity or damage the reputation of LRSC when dealing with the community.
  23. will not engage in disruptive behavior; and will not engage in unlawful gambling.
  24. will abide by the LRSC alcohol and drug policy and the requirements for presidential approval under SBHE policy 918.
  25. will not possess any dangerous weapon, firearm (including handguns, rifles, and shotguns), or explosive device on property owned, leased, or under the control of LRSC unless expressly authorized by law. Faculty and instructors of the Peace Officer Training Program, a hunter education program, or other course or program approved by the President may possess approved dangerous weapons according to the approved curriculum. Sworn officers of the LRSC Police Department are also exempt from this policy when use or possession occurs in the performance of their official duties.
  26. are prohibited from making threats of harm to others, in person, through a third person, in writing or by electronic means (social media, text, phone calls, etc.).
  27. will not use public property or resources to perform unauthorized activities that disrupt the efficient and economical administration of LRSC.

**Reporting** - Employees shall report suspected violations of the Code of Conduct policy to their supervisor, the VP for Administrative Affairs, VP for Academic and Student Affairs, or the President. In addition, the NDUS has a fraud hotline and suspected violations may be reported anonymously by use of that hotline. Failure to report known or suspected violations is in itself a violation and employees may be subject to disciplinary action up to and including termination.

**Investigations**- Alleged violations of this Code of Conduct shall be investigated by the VP for Administrative Affairs, the VP for Academic and Student Affairs, other officer designated by the President or the NDUS at the request of the President. All employees shall cooperate in these investigations.

**Discipline** - If it is determined that the Code of Conduct or another policy has been violated, the offending employee may be subject to disciplinary action up to and including termination. In some circumstances, employee may be subject to civil and criminal charges and penalties.

**Retaliation** – The Code of Conduct prohibits retaliation against those who participate in reporting or investigating policy violations. Any person who retaliates against another may be subject to disciplinary action up to and including termination.

**Acknowledgement** - New employees will review the Code of Conduct and sign a statement certifying that the employee has read and agrees to comply with the Code of Conduct. All benefitted employees are required to annually certify in writing that they have read and are in compliance with the Code of Conduct.

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#### History

Administrative Council Approved 06/15/10

Administrative Council Approved (1500.05, 2) 06/05/17

Administrative Council Approved 11/20/2018