

COUNTY COLLEGE OF MORRIS EMPLOYEE CODE OF CONDUCT

The County College of Morris Code of Conduct outlines principles, policies and some of the laws that govern the activities of the college and to which our employees (faculty, staff and student aides) and others who represent the college must adhere.

The code provides guidance for professional conduct. The success and reputation of the college in fulfilling its mission depends on the ethical behavior, honesty, integrity and good judgment of each member of the community. All employees (faculty, staff and student aides) and other individuals representing the college are expected to inform themselves about and comply with college policies and regulations pertaining to them.

This Code is intended to be consistent with and amplify existing College policies, rather than supplant any conduct policy. In addition to the principles outlined below, employees governed by a collective negotiations agreement must abide by the conduct requirements set forth in the applicable collective negotiations agreement.

Ethical Conduct

All employees and individuals representing the College should conduct themselves ethically, honestly and with integrity. They should act with due recognition of their positions of trust and loyalty to the College and its students. When in doubt about the propriety of a proposed course of action, they should seek counsel from supervisors or administrators who can assist in determining the right and appropriate course. Among other things, this means that employees have the responsibility to respect and act in accordance with the right of all members of the College community to exercise freedom of thought, opinion, and conscience, freedom of speech and expression, and freedom of association.

Compliance with Laws, Regulations and College Policies

Employees and individuals representing the College must transact College business in compliance with all federal, state, and local laws and regulations related to their positions and areas of responsibility.

Employees and individuals representing the College must comply with all college policies related to their positions and areas of responsibility.

Employees and individuals representing the College who enter into contracts or accept grants on behalf of the college must comply with contract or grant terms related to their positions and areas of responsibility.

All employees and individuals representing the college should recognize that noncompliance with any of these components may have adverse financial and other consequences for them and for the College. Individuals are responsible for keeping current with changes in applicable laws and regulations, policies and contractual terms. Managers and supervisors are responsible for

monitoring compliance in their areas. Violations may subject individuals to civil or criminal actions in state or federal courts.

Discrimination, Harassment and Intimidation

The College's policy statements on discrimination and harassment reflect its commitment to creating and maintaining educational, working and living environments that are free of any unlawful discrimination. The College recognizes its legal obligations to pursue that same goal under applicable Federal and State statutes, which include Title IX, Title VI and Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Rehabilitation Act of 1973 and the New Jersey Law Against Discrimination.

- **Title IX:** Title IX prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance. Policies and procedures related to Title IX and Gender Equity may be found in the Title IX, Sexual and Gender-Based Harassment, Sexual Violence, Relationship and Interpersonal Violence and Stalking Policy.
- **Title VI:** Title VI prohibits discrimination on the basis of race, color or national origin under any program or activity receiving federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is the provision of employment or where employment discrimination causes discrimination in providing services under such programs.
- **Title VII:** Title VII prohibits discrimination in employment on the basis of race, color, religion, sex or national origin. In certain instances, differential treatment is allowed for religion, sex or national origin if it is a bona fide occupational qualification. Sexual harassment is also prohibited under this law, as are all forms of harassment based on membership in a protected class.
- **Americans with Disabilities Act (ADA):** prohibits discrimination against individuals with disabilities. An individual with a disability is defined in the ADA as a person who "has a physical or mental impairment which substantially limits one or more major life activities of such an individual; has a record of such an impairment; or is regarded as having an impairment." In addition, the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability by programs receiving federal financial assistance. Services for students, faculty and staff members with disabilities are provided by many offices of the college and are coordinated through Student and Employee Accessibility Services (SEAS).
- **New Jersey Law Against Discrimination (NJLAD):** The NJLAD prohibits unlawful employment discrimination based on an individual's race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital/civil union status, religion, domestic partnership status, affectional or sexual orientation, gender identity and expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability (including perceived disability, and AIDS and HIV status).

(Please see the following CCM Policies: Affirmative Action; Sexual Non-Discrimination; Title IX Policy Prohibiting Harassment and Discrimination on the Basis of Sex; American with Disabilities Act CCM Employee Policy; Policy Prohibiting Sexual Harassment and Procedure for Filing and Investigating a Sexual Harassment Complaint; Policy Prohibiting Discrimination; and Policy on Disruptive or Dangerous Behavior).

Mandatory Training

All College employees (including full time, part time, and temporary employees) are required to complete a system-wide briefing on an annual basis. Additionally, all employees are required to successfully complete mandatory training programs on an annual basis or as prescribed by College administration.

Mandatory training programs required to be completed by all employees of the College minimally include the following training courses, but may not be limited to

- Employee Code of Conduct,
- Prohibition of Discrimination and Harassment, including Sex Discrimination, Sexual Harassment, Sexual Violence and Sexual Misconduct,
- Information Security and Cybersecurity Awareness
- Procurement and Public Bid Process (specific to employees who have procurement/public bid responsibilities as defined by College Administration.)
- Safety training (specific to employees who have safety responsibilities as defined by College Administration.)

Mandatory Training courses and any supplemental training programs will typically be available on-line, although the College reserves the right to conduct in-person sessions in its sole discretion. Though all courses are administered by College's Human Resources staff, login support and course management may be handled through training vendors, depending on the course. For employees who do not have regular access to a computer in their workplace or who are unable to complete an online program, these courses are also offered in a classroom setting. Scheduled dates and locations will be posted. Depending on the course, Human Resources or the Title IX Coordinator, or both, will be responsible for responding to content-related inquiries.

New Employees: Within 60 days from the hire date, all new employees of the College must successfully complete the required Mandatory Training.

Once employees have completed their courses on these policies, they will be required to acknowledge receipt of these policies and accept them. Please note, however, that employees will also be notified that even without acknowledging these policies, they will be deemed to have consented to, ratified and accepted them through their acceptance of and/or continued employment with the College.

Failure to complete the Mandatory Training Program may result in the College terminating the employee's access to the College's technology infrastructure and non-compliance with successfully completing the College's Mandatory Training Program may result in disciplinary action, up to including termination of employment.

Avoiding or Disclosing Conflicts of Interest

All decisions and actions taken by members of the College community, in the conduct of College business, will be made in a manner that promotes the best interests of the College. Employees have an obligation to address both the substance and the appearance of conflicts of interest and commitment and, if they arise, to disclose them to the appropriate College representative and withdraw from debate, voting, or other decision-making processes where a conflict of interest exists or might arise. A conflict of interest may take many forms but arises when a member of the College community, might be able to use the authority of his or her College position to: (1) Influence the College's business decisions in ways to give improper advantage or financial benefit to yourself, a family member or associate; or (2) obtain for oneself, a family member, or an associate a financial benefit beyond the compensation an employee is authorized to receive for performing his or her College responsibilities.

Outside Activities

It is recognized that some outside service and professional responsibilities can and do benefit the College. Limits on outside activities are defined in the Code of Ethics for County College of Morris Employees. As a member of the College community, employees must disclose any outside activity that is, or may be perceived to be, a conflict of interest so that these activities can be managed properly.

Confidential Information

Members of the college community (including former employees) may be privy to confidential information. Such information may relate to students, job applicants, employees, finances, intellectual property, research sponsors, future planning, educational, disciplinary, academic, medical, financial, and other official records. All confidential information should be protected by safeguarding it when in use, storing it properly when not in use, and discussing it only with those who have a legitimate business need to know.

An employee shall not release any confidential information without clearance from his or her department head. Questions regarding the release of confidential information should be directed to the department head or the Office of Human Resources.

Integrity and Honesty

The College expects that all employees will act with integrity, including, but not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be damaging to the College.

The fundamental principles that must necessarily undergird this aim include respect for the integrity of the academic process; individual integrity and self-respect; respect for the freedoms and privileges of others; and respect for College resources.

Accordingly, employees and faculty are prohibited from misrepresenting the originality of authorship or source of information. Moreover, with respect to plagiarism; cheating on papers and examinations; stealing, mutilating, or concealing institutional resources, failure to take appropriate precautions to ensure academic integrity among students and refer such matters for disciplinary action as appropriate when such are known to have occurred (see policy on Academic Honesty).

In addition, employees must avoid: (a) furnishing false information to the College including forgery, alteration or misuse of College documents, records or identification; (b) theft or inappropriate removal or possession of property (whether belonging to the College, another employee, or student), including intellectual property; (c) intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion, violence, health risk, or other emergency; (d) negligence or improper conduct leading to damage of College-owned, employee-owned, or student-owned property; (e) destruction, damage or misuse of property or records of the College; (f) engaging in disorderly conduct that disrupts College operations or a College sponsored activity; (g) any gambling during a college activity unless authorized by the College or under the laws of the State of New Jersey; and (h) unauthorized use or misuse of the College name for the soliciting of funds, or for sponsorship of activities, or on printed matter; and (i) theft of time.

Respect for Others

The College is an institution dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to this institutional commitment is the principle of treating each community member fairly and with respect. In addition to its commitment to diversity and prohibition against discrimination and harassment, all members of the College community share a commitment to performing their duties in accordance with the highest standards of ethics and in compliance with College policies and all applicable laws and regulations.

In the workplace, this means, among other things, that employees must comply with reasonable directions of College officials and must not refuse or fail to comply with the instruction of a supervisor or other person in authority intended to facilitate the employee's proper and timely performance of the responsibilities of the employee's position.

Respect for College Resources

As members of the College community, we respect and conserve the general resources and physical property of the College. Such resources are assets in which community members have a vested interest, as these resources specifically support the College's mission.

College resources include, but are not limited to College equipment, communications systems and solutions; technology; software and service licensing; procurement tools; and databases containing personal information. It also includes the time and effort of employees, students and others at the College; and those resources purchased/paid with College funds, including funds received by College through government or other external funding sources.

College resources are reserved for business purpose use on behalf of the College. The use of College resources for personal gain or advantage, or for the benefit or gain of any other individual

or outside entity (including organizations in which you have a vested interest) is strictly prohibited. You may not use the County College of Morris name and/or visual identity (logos and associated word marks), other than in the context of your College responsibilities. Any personal use of College resources must be in accordance with published limitations; should not incur any additional expense to the College; should not interfere with an employee's obligation to carry out College duties in a timely and effective manner; must in no way undermine official College business; must not involve activities that are unlawful or inappropriate; and should never be used in a way that seems to connote College sponsorship of personal ventures.

Employees must not misuse the College's equipment, such as its computer systems and electronic mail systems. This includes: (a) the unauthorized access to, modification of, or transfer of electronic data, system software or computing facilities or improper use of college-provided technology of any kind; (b) knowingly transmitting, retrieving or storing any communications of a discriminatory or harassing nature, or which are derogatory to any individual or group, or which are obscene or pornographic, or are of a defamatory or threatening nature, or for any other purpose which is illegal; or (c) changing or altering in any way the format, style or layout of electronic mail, including, without limitation, signature blocks.

Employees should not expect any of their computer entries or messages left on the College's e-mail, instant messages or voice mail systems to be private. The College has the right to review them at any time. In addition, the College expressly reserves the right to access, intercept, review and disclose the contents of all computer databases and electronic transmissions, including, but not limited to, computer, electronic, telephone and voice mail systems.

Employees should consult with their supervisors in advance if they have any questions about appropriateness of certain practices. However, a supervisor's decision cannot circumvent existing policies and procedures established by the College.

Computing Resources

The computing resources at the College support its educational, instructional, research and administrative activities. Use of these computing resources is a privilege that is extended to you as a member of the College community. The use of these services and facilities may allow employees to have access to valuable College resources, to sensitive data and to internal and external networks. Consequently, it is important for all employees to behave in a responsible, ethical and legal manner. Do not consider your electronic communication, storage or access to be private if it is created or stored on the College system.

Workplace Safety and Violence

The safety of people in the workplace is a primary concern of the College. The College will not tolerate violence by or against any of its employees. Violence in the workplace is defined by the College to include verbal and physical harassment, verbal and physical threats, intimidation, menacing reference to weapons, verbal confrontations and any other actions that may reasonably cause others to feel unsafe in the workplace. Employees are prohibited from bringing weapons to work, or onto any College property (including in College vehicles) and may not engage in the unauthorized use and/or possession of fireworks or other incendiary device on college premises. Any acts or threats of violence should be reported immediately to Human Resources, Public Safety or the police.

Alcohol and Drug-Free Workplace

The College is committed to providing a safe and secure work environment for all employees, it prohibits the use, possession, distribution or sale of, or being under the influence of illegal narcotics, chemicals, psychedelic drugs or other dangerous substances while engaged in College employment, or a College educational program or activity, unless such possession is prescribed by a physician or otherwise permitted by law.

Gifts and Hospitality

Employees of the County College of Morris shall avoid any actual or potential conflict of interest associated with giving or receiving gifts, entertainment or hospitality. The occasional exchange of modest gifts and hospitality may be acceptable in the normal course of college business if it meets all applicable policy and procedure requirements. You are not permitted to accept or offer gifts, entertainment or hospitality to influence any official decision by or on behalf of the College, and/or, if it creates a perceived or actual conflict of interest, or violates laws and regulation

As a general rule, in your role as an employee of the college, the following Gifts are not acceptable; (i) cash, or cash equivalent; (ii) gifts prohibited by law; (iii) gifts that could be mistaken for bribes, kickbacks or special favors; (iv) services or other non-cash benefits (for example, the promise of favorable grading, academic standing, internship, employment or other unfair advantage); and (v) any gift of any value to any office, company, agency or organization that has any form of legal, regulatory, audit or other compliance oversight responsibilities for the College such as; the college's external auditing and accounting firm or insurance company. This prohibition does not include occasional and nominal meals and other appropriately approved business expenses incurred by these entities during the normal course of college business.

If employees are uncertain about a particular situation, they should contact the College's Human Resources Department. Note: gifts include merchandise, tickets to sporting, cultural or other events where the provider is not present.

Personal Relationships

As an employee of the County College of Morris it is always important to remain objective in your academic and business dealings. Personal relationships with someone you know inside or outside of work can create a conflict of interest or raise the appearance of a conflict. (See CCM [Policy 3.1002 Employee Code of Ethics](#), [Policy 3.1007 Nepotism Policy for the Board of Trustees and Employees of the County College of Morris](#).)

Academic Freedom

Faculty may, without limitation, discuss their own subject in the classroom; they may not, however, claim as their right the privilege of discussing in their classroom controversial matter which has no relation to their subject. In their role as a citizen, the faculty member has the same freedom as other citizens. They should be mindful, however, that in their extramural utterances they have an obligation to indicate that they are not a spokesperson for the college. (See [Policy 5.4001 Academic Freedom Policy](#))

Communicating Responsibility

Official statements related to the College shall only be made by the Chair of the Board of Trustees, the college president, or their designee. Be alert to situations where you may be perceived as representing or speaking on behalf of the County College of Morris. Know the limits on your authority to speak, sign, or otherwise act on behalf of our County College of Morris. If you are requested to or are intending to speak about official County College of Morris business in a public forum, publication or to the media, contact the Marketing and Public Relations Department for additional guidance.

The College respects the rights of employees to engage in personal, professional and political dialogue outside of work at the College. You must use sound judgment when making personal statements in public, including on your personal social media accounts about the County College of Morris. Also use care and professional conduct in internal communications and be responsible with your comments on intranet postings. Nothing in this Code of Conduct should be interpreted to prevent employees from engaging in activities that are protected under laws and regulations.

Raising Concerns and Reporting Misconduct

The College is committed to conducting its affairs in compliance with federal, state, and local laws, regulations and college policy. Employees may report actual or suspected conduct that they in good faith believe may violate the law, regulations, or College policy so that College may investigate and take appropriate action.

To make a report, individuals may contact their direct supervisor or other members of their management team. In addition, individuals may call the College Human Resources Department at 973-328-5039 or may complete and submit an “[Employee Complaint Form](#).” Reports may be submitted anonymously, although doing so may hinder the investigation and resolution of a complaint.

College policy prohibits retaliation, harassment, intimidation, or discrimination against individuals who make reports of suspected wrongdoing in good faith. Any employee found to have retaliated against another employee who reported actual or suspected wrongful conduct shall be subject to appropriate disciplinary action up to and including termination. The making of false, frivolous, or bad faith reports in any form by an employee is contrary to the intent and spirit of this policy, and may subject the reporter to disciplinary action, up to and including termination of employment.

Responsibilities for College Employees to Report

All College employees are Mandatory Reporters: When an incident of sexual misconduct is disclosed to a faculty or staff member, they must report it to the Title IX Coordinator (VP of Human Resources) to ensure the safety of the reporting individual and the larger college campus. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, stalking, dating violence, and domestic violence as defined by college policy.

All Mandatory Reporters must report sexual misconduct (either reported to them or observed by them) to the Title IX Coordinator within 24 hours. The College requires everyone in the campus community to report the suspected abuse of children (those under the age of 18) to the Title IX Coordinator.

Consequences of Violation

Violations of this code, of federal, state, or local laws and regulations, or of related college policies and procedures may carry disciplinary consequences up to and including dismissal.

By adoption of this Code, the Board of Trustees has empowered the College administration to enforce the provisions of this Code. Prior to the initial hire date and on or before July 1st of each year, each employee shall be given a copy of this Code together with a copy of the College Code of Ethics for Employees, with instructions on how to access these Codes on the College's website.

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