

1.0 PURPOSE

- 1.1 Snow College is committed to maintaining a work environment that encourages mutual respect, establishes trust, and maintains high standards that promote a positive culture among College employees, students, and visitors. This policy applies to all College employees, including full-time and adjunct faculty, full-time and part-time staff, executive, student employees, and coaches.
- 1.2 The College reserves all rights afforded to it under applicable law. Nothing in this Policy or related policies, procedures, and practices of the College or the College's governing institutions shall be read to offer or constitute a legal agreement or contract or be subject to legal jurisdiction in the law or courts of any kind. The College's policies, procedures, and practices are subject to change at any time. This policy is enacted solely to comply with the requirements of Utah Code 67-21-3.7 and does not confer any additional rights.
- 1.3 This policy supersedes all Employee Conduct policies prior to the date of approval listed above

2.0 REFERENCES

- 2.1 [Unlawful Conduct and Penalties, Utah Code Ann. § 63G-6a-24.](#)
- 2.2 [Utah Protection of Public Employees Act, § 67-21-1](#)
- 2.3 [Utah Public Officers' and Employees' Ethics Act, Utah Code Ann. §§ 67-16- 1-15.](#)
- 2.4 [Utah Public Employees Healthy Workplace Act, U.C.A. §§ 67-26-101-301](#)
- 2.5 [Workplace Harassment Prevention, Utah Administrative Code R477-15-1](#)
- 2.6 [Utah Criminal Code, Lewdness, §76-9-702](#)
- 2.7 [Utah Open and Public Meetings Act, §52-4-101](#)
- 2.8 [Prohibition of Abusive Conduct, Snow College Policy 314](#)
- 2.9 [Whistleblower Protection Policy, Snow College Policy 391](#)

3.0 DEFINITIONS

- 3.1 Retaliatory Action: Any of the following adverse actions taken against an Employee because of their being a Reporting Individual.
 - 3.1.1 Dismissal;
 - 3.1.2 Pay reduction;
 - 3.1.3 Failure to increase compensation by an amount that the Employee was promised or is otherwise entitled to;
 - 3.1.4 Failure to promote if the Employee would have otherwise been promoted; or
 - 3.1.5 Threatening to take any of the listed Retaliatory Actions.

4.0 POLICY

- 4.1 The College is an asset of the extended community it serves and will operate in a manner consistent with the ethical standards and values of the community.
- 4.2 All employees are expected to behave professionally and ethically when representing the College, carrying out their official duties, and discussing events and issues relating to the College. Unless necessary to address matters of public policy or concern, employees are expected to avoid behavior that inhibits College efficiency and harmony or casts an unwarranted or unnecessary negative reflection upon the College, its programs, or its employees.
- 4.3 Employees are expected to treat each other, the administration, and the College's clients within a framework of mutual trust and respect, and promote equal access to opportunity to employment, services, and other activities within their responsibilities.
- 4.4 College employees shall promote equal access and opportunity regarding employment, services, and other activities within their job responsibilities without regard to race, color, national origin, age, sex, sexual orientation, gender identity, genetic information, disability, religion, protected veteran status, expression of political or personal beliefs outside of the workplace, or any other status protected under applicable federal, state, or local law.
- 4.5 Employees must avoid conduct that impedes proper and competent performance of duties, including outside of scheduled work times and locations.
- 4.6 Employees are expected to treat students with the natural and mutual respect, trust, and admiration that must exist between employees and students and to conduct institutional activities and training in a context of fostering reciprocal respect and trust among all participants thus promoting the atmosphere inherent in the College mission statement.
- 4.7 Employees shall not engage in Retaliatory Actions.
- 4.8 The College shall respond promptly and effectively to reports of conduct prohibited by this policy and shall take appropriate action to stop and prevent the recurrence of such conduct.
- 4.9 Employees violating this policy are subject to disciplinary action up to and including termination of employment.

5.0 Workplace Bullying

- 5.1 The College prohibits all acts of workplace bullying.
- 5.2 Workplace bullying is the verbal, nonverbal, or physical conduct of one employee toward another that, based on the severity, nature, or frequency of the conduct:
 - 5.2.1 a reasonable person would determine the actor intended to cause intimidation, humiliation, or unwarranted distress;
 - 5.2.2 resulted in substantial physical or psychological harm, humiliation, or unwarranted distress; or
 - 5.2.3 exploited an employee's known physical or psychological disability.

6.0 Lewdness and Pornography

- 6.1 The College prohibits all acts of indecent public display, voyeurism, exhibitionism, lewdness, or other acts of a sexual nature, as defined by the Utah Code, even if consensual, at all College sites.
- 6.2 Employees must not view or download pornographic materials on any College computer or using other College-owned data resources or systems, whether on or off-site.
- 6.3 Employees must report lewdness or pornography incidents to their immediate supervisor, the Title IX Director, or the Human Resources Office.

7.0 College Property and Resources

- 7.1 Use of College property and resources, except for incidental and/or intermittent use of computing resources and cellular devices, in accordance with related policies, is primarily reserved for College business purposes. The use of College property and resources for personal gain or advantage, or for the benefit or gain of any other individual or outside entity (including organizations in which individuals have a vested interest) is strictly prohibited.
- 7.2 Under all circumstances, the College prohibits employees from using College purchased supplies, including photocopies and other consumables, for personal or private purposes.
- 7.3 Employees should protect College facilities and property from damage and vandalism whenever possible. The College may hold an employee liable for College property that goes missing or sustains damage due to the employee's gross negligence.
- 7.4 Under all circumstances, the College prohibits supervisors from requiring any College employees or students to work for the supervisor's personal purposes.

8.0 Political Involvement

- 8.1 Employees have the right to free speech and are free to support candidates, issues, political parties, or campaigns.
- 8.2 Employees who engage in political activities must do so outside of work hours (or while on approved leave), and they must use their own resources. Employees must not use College phones, email accounts, letterhead, office supplies, equipment, or other College resources to engage in these activities. In addition, employees are expected to make it clear that they are speaking on their own behalf and not on behalf of the College.
- 8.3 The president may authorize employees to engage in legislative communications for the limited purpose of explaining technical concepts or providing subject-matter expertise.