



### **BP 7105 Workplace Civility and Conduct**

*Reference:*

*Education Code Sections 70902; Title 5, Section 53400 et seq. California Government Code Section 54963*

It is the policy of the Imperial Community College District to foster an environment which facilitates and enhances student learning, employee performance, and a climate of civility.

Employees, Trustees, students, and visitors of the Imperial Community College District are expected to conduct themselves in a respectful, professional manner and ensure that all members of the campus community treat one another with courtesy and consideration.

As general examples, campus community members are asked to:

1. Behave in a civil manner when interacting with others and be aware of how their behavior can potentially impact others and the District's reputation. Do not conduct yourself in a way that is intimidating, threatening, or coercive.
2. Think before you speak (or e-mail, etc.), be aware of your own body language, tone, and voice level. Actively listen when others are speaking with you.
3. Maintain professional relationships and appropriate boundaries with students, other employees, members of the Board of Trustees, and the community.
4. Be accountable and fulfill their professional responsibilities to the District in a timely manner. Avoid insubordination, fulfill duties according to job descriptions, and provide good customer service (internally and externally).
5. Complete their duties in a responsible manner taking into account the reputation of the District, and addressing any due diligence concerns.
6. Promote a harmonious work environment, avoiding purposeful behavior that is likely to cause disruption or interfere with others' abilities to perform their duties. Refrain from initiating or participating in personal attacks, gossip, or rumors.
7. Speak out against those who are attempting to bully them or others and report observations of bullying, threatening, or harassing conduct to a manager / administrator.

Unacceptable behaviors also include Trustee releasing confidential information obtained in closed session that violates both trust by other Trustees and California Government Code Section 54963 which deem such behavior as punishable.

Remember that we work for a public employer and are therefore subject to certain Freedom of Information Act and Brown Act provisions.

Any District community member who has violated this policy is subject to disciplinary action in accordance with established disciplinary procedures. A member of the Board of Trustees who has violated this policy is subject to public censure by the Board. Noncompliant visitor behavior may lead to removal from the campus.

Disagreement and informed debate are valued in our organization, however harassment and bullying are harmful to the environment desired by the District and therefore will not be permitted. Additionally, discourteous or rude behavior commonly discourages effective communications and relationships, erodes creativity and problem solving, and negatively impacts the overall performance of our workplace.