

# CNI COLLEGE CODE OF CONDUCT



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## **Introduction**

All faculty members, employees, learners, agents and other personnel at CNI College must read and follow the rules of the Code of Conduct so that CNI College can better ensure that its actions do not violate any laws or regulations. If you violate any of these rules, you will be disciplined, which may include immediate job termination.

If you believe that any other person is violating any of these rules of the Code of Conduct, you must tell your department administrator. There will be no retaliation against anyone who makes a report in good faith. On the other hand, if you fail to report a violation of the Code of Conduct that you know about, you will be disciplined, which may include immediate job termination. These rules cannot, nor are they intended to, cover every situation that you may encounter. When the best course of action is unclear, you must inform your department administrator of the situation.

When applying these rules of the Code of Conduct, keep foremost in mind that CNI College is guided at all times by the values of integrity, compassion and respect for the dignity of every person. CNI College's mission is to provide quality training for successful employment through education, research, and public service. CNI College pursues this mission by sustaining excellence in educating their faculty members, employees, learners, agents and other personnel; by maintaining the highest level of integrity in all communication and image as it relates to CNI College; by practicing dignity, respect, humility, and justice at all times.

## **Business Conduct**

Follow all commitments of CNI College's Mission Statement and use good judgment and high ethical standards in the performance of your job responsibilities. Be honest with all people inside and outside CNI College. Never be dishonest. Do not engage in outside business activities while at work.

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## **Financial and Student Records**

Make sure all financial and student records for which you are responsible are accurate and maintained as required by federal and state law. Never make unauthorized changes in financial and student records. Never destroy, alter or throw away documents that have been requested or are likely to be requested by any government agency.

## **Confidentiality**

Keep confidential any information you receive about CNI College. Only discuss that information with CNI College personnel who have a "need to know." If anyone outside CNI College asks you to give them information about CNI College, report immediately that request to your department administrator. Maintain confidentiality even after you stop working for CNI College.

Never discuss or disclose confidential information about CNI College. Never use confidential information for your own benefit.

## **CNI College Property**

Use CNI College property for business purposes only. Return to CNI College any equipment you take off site for business reasons.

## **Workplace Environment**

Respect all CNI College personnel, students and associates. Do your part to make this a healthy, friendly and cooperative workplace environment.

Maintain a safe and healthful work area. Report immediately any unsafe or hazardous working conditions, to your department manager.

## **Contact with the Government**

It is the policy of CNI College to comply fully with all state and federal laws and regulations. CNI College will cooperate with any reasonable request for information from any governmental entity. In doing so, it is essential that the legal rights of CNI College and its personnel are protected. If you receive an inquiry from a government investigator, whether oral or written, including but not limited to a subpoena, a search warrant, or other legal document regarding CNI College's business, whether at home or in the workplace, CNI College requests that you immediately notify your department administrator. The law guarantees all of us a right to be represented by legal counsel during any investigation or inquiry by any governmental agency. In view of the extremely technical nature of these investigations, we believe that CNI College itself should be represented and that you should at least be made aware of the opportunity for personal representation.

## **Gifts and Gratuities**

External constituents sometimes offer gifts, also referred to as gratuities, in an attempt to influence an employee's conduct in relationship to the gift giver. In order to avoid a conflict of interest or the appearance of a conflict of interest, at no time should an employee solicit or accept gifts from a vendor or contractor or from a potential vendor or contractor. No gift can be accepted by College employees, and should be returned immediately to the donor. Acceptance of social invitations from individuals doing business with, or seeking to do business with, CNI College when such invitations can be construed as an intention to influence an employee's decision, and the cost to the host of such entertainment would appear to be excessive, is prohibited.

Gifts of money to an employee in any amount cannot be accepted at any time and should be returned immediately to the donor. Gifts which are promotional items without significant value, and which are distributed routinely by a vendor to clients, are acceptable.

## **Nepotism**

Members of immediate families and other relatives of CNI College faculty and staff may be employed in any department within the College. However, related persons shall not be employed in a situation where one relative exercises either direct or indirect supervision over the other, including student employment. If such a supervisory relationship is deemed a distinct advantage to the College, the employment of the individual in question must be requested in writing to the line executive and approved in writing by the President in for Human Resources.

## **Equal Employment, Harassment/Discrimination and Related Laws and Regulations**

CNI College is committed to a work environment free of harassment and disruptive behavior, and to providing an equal opportunity work environment where every member of the CNI College community is treated with fairness, dignity and respect. No one shall discriminate against any individual on the basis of race, color, religion, sex, age, disability, national origin, sexual preference or any other factor prohibited by law.

The CNI College policy against harassment, including sexual harassment, discourages consensual sexual relationships between supervisors and employees and expressly forbids such relationships between a member of the faculty or staff and a student.

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## **Drug and Weapon Free Workplace**

The unlawful possession of a weapon or the unlawful manufacture, distribution, possession or use of a controlled substance in or on any premises or property owned or controlled by the CNI College is prohibited. Any member of the CNI College who is found guilty or has a sentence, fine or other criminal penalty imposed by a court for any offense involving a weapon or a controlled substance that occurred in or on CNI College property shall report such action to his or her supervisor within five days of the finding.

Any member of the CNI College who unlawfully manufactures, sells, distributes, possesses or uses a controlled substance on CNI College property, regardless of whether such activity results in the imposition of a penalty under a criminal statute, will be subject to disciplinary action, including dismissal from employment, or may be required to participate satisfactorily in an approved drug assistance or rehabilitation program or both.