

ADMINISTRATIVE REGULATION

Personal Conduct Policy

The purpose of a non-discriminatory personal conduct policy is to promote a fair, humane and respectful environment for all employees of the Board.

Board policy prohibits disruptive conduct, personal abuse, sexual misconduct, racial harassment and all other conduct that inappropriately asserts that the gender, race, ethnicity, sexual orientation, disability or ancestry are relevant to consideration of individual worth or performance.

The Board expects professional personal conduct from all employees.

The following is a list of inappropriate behaviors and actions that would result in:

A. Disruptive Conduct

- Intentionally acting to impair, interfere with, or obstruct the orderly conduct, processes or functions of the program.
- Violence against any employee of the Board.
- Willful destruction of Board property or property of employees of the Board.
- Misuse of any Board safety equipment, firefighting equipment or alarm systems.
- Any act that deliberately interferes with another employee's freedom.
- A false report of an explosive or incendiary device that constitutes threat or bomb scare.
- Conduct, which is lewd or indecent.
- Breach of peace; an act that aids, abets or procures another person to breach the peace on the Board premises or at Board sponsored/related functions.
- Failure to comply with oral or written instruction from duly authorized Board supervision.
- Mimicking or acting in a demeaning way toward any ethnic group or physically or mentally disabled person or group.

B. Personal Abuse

- Verbal abuse of any person, including lewd, indecent or obscene expressions of conduct.
- Physical abuse or threat of abuse to any person.
- Failure to respect the privacy of other individuals.
- Retaliation against or harassment of complainant's or other reasons alleging misconduct.

C. Sexual Misconduct

1. Sexual Assault

One person shall not knowingly take sexual advantage of another person in any manner, including under the influence of prescribed medication, alcohol or other chemical drugs, or one who is not conscious and, thus, is not able to give consent. Further, one person shall not physically or verbally coerce another person to engage in sexual conduct, to the end that consent, as defined above, is not given.

2. Sexual Harassment

Unwelcome sexual advance, requests for sexual favors, or verbal or physical conduct of a sexual nature, which prevents or impairs another person's right to the collegial atmosphere or opportunities provided as part of being employed by the Board.

3. Public Indecency

Exposure of one's body in such a manner that another party reasonably could be offended or to display sexual behavior which another person reasonably finds offensive.

4. Voyeurism

Sexual stimulation sought through trespass, spy or eavesdrop activities.

D. Racial or other Discrimination

1. Assertions that an individual or group is inferior based on racial, ethnic, cultural or other difference.
2. Actions that discriminate against an individual or group based on racial or other differences.

Violation of this Personal Conduct Policy may result in disciplinary action up to and including immediate termination.

I have read and understand the Personal Conduct Policy as enumerated above and agree to adhere to said policy.

Signature

Date

Printed Name