

## 4.2 MCC Employee and Visitor Conduct Policy

Category: Human Resources

Name of Responsible Office: Human Resources

Title of Responsible Executive: CFO and Vice President, Administrative Services

Date Established: December 1, 2014

Date Last Approved: March 30, 2021

### Summary

As a campus of the State University of New York, Monroe Community College adheres to SUNY's policies on academic freedom, conflict of interest, ethical conduct, and the 1940 AAUP Statement on Principles of Academic Freedom and subsequently approved Interpretive Comments (1970). Monroe Community College seeks to provide and sustain an environment of mutual respect, academic freedom, scholarly pursuits and commitment to students and community. This Code of Conduct identifies basic policy and standards concerning ethical conduct and provides guidance in several areas of specific concern. Employees and visitors of Monroe Community College are expected to remain compliant with this policy. Developed through the collaboration of employees and shared governance units, this Code of Conduct acknowledges the responsibility of all employees and visitors to mutually pursue and support the College's vision and mission.

### Policy

#### *Policy Statement*

Monroe Community College employees and visitors are to conduct themselves ethically, honestly and with integrity in all dealings. They should exhibit fairness and be principled in their official interactions, acting in good faith in these matters with others both within and outside the Monroe Community College community. Each employee and visitor recognizes the responsibility to conduct himself /herself in a manner consistent with public employment defined by state, federal and local laws applicable to the College. They should engage with recognition of their position of trust and representation of the College and its students, fellow employees, research sponsors, and donors. Employees and visitors of Monroe Community College are expected to comply with the conduct outlined in this policy.

Monroe Community College maintains and encourages full academic freedom, within the law, of inquiry, teaching and research. In the exercise of this freedom, teaching faculty members 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 that has no relation to their subject. The principle of academic freedom shall be accompanied by a corresponding principle of responsibility. In their role as citizens, Monroe Community College employees have the same freedom as other citizens. However, in their extramural utterances, employees have an obligation to indicate that they are not institutional spokespersons.

In keeping with Monroe Community College's stated values, the College expects that employees will consistently demonstrate integrity, honesty, and accountability. Monroe Community College expects employees to act ethically and civilly, and to demonstrate a professional demeanor in their interactions with students, college employees, and the public.

Monroe Community College employees have a responsibility to educate themselves on an ongoing basis and to comply with all applicable laws on conflicts of interest, ethical conduct, and non-discrimination, access [MCC Notice of Non-Discrimination](#).

Monroe Community College incorporates into its policy, as appropriate, the provisions of the Rules of the SUNY Board of Trustees related to the freedom of speech and assembly, picketing and demonstrations by employees and visitors as set forth in Rule 535.3-8, 10.

Monroe Community College will, in all cases, respect the relevant due process provisions of all negotiated contracts in reviewing and investigating violations of expectations and laws and may consult with appropriate college officials in determining sanctions. As assigned by the Board of Trustees, the President, in the role of Chief Executive Officer of the College, has the final determination in sanctions for violations.

### ***Background***

In defining the rights and responsibilities of individuals, Monroe Community College adheres to the 1940 AAUP Statement on Principles of Academic Freedom and subsequently approved Interpretive Comments (1970). Further, this policy acknowledges the rights of due process and representation of employees covered by College collective bargaining agreements. Reference the above related information for guidance and understanding of this policy.

### **Applicability**

This policy applies to all members of the College community including but not limited to affiliated organizations, employees (faculty/staff), students, volunteers, vendors, guests, and visitors.

### **Related Information**

#### ***College Documents***

College Administration Policy  
MCC Civility Statement  
MCC User Computer Code of Conduct  
Lighthouse  
Identity Theft Prevention Policy and Procedure  
Purchasing Code of Conduct  
Student Code of Conduct and Title IX  
Sexual Harassment Response and Prevention Policy  
Sexual Harassment Complaint and Investigation Procedure  
Tobacco-Free, Smoke-Free, and Vape-Free Policy  
Whistleblower Policy

#### ***Other Related Documents***

Jeanne Clery Security Policy and Crime Statistics Act  
Soloman Amendment Policy and Guidelines  
Standards of Business Conduct  
Assembly, Picketing and Demonstrations (SUNY Rules for the Maintenance of Public Order)

### **Contact Information**

Office of Human Resources  
Office of Compliance and Internal Audit  
Office of Public Safety