SUBJECT: Employee Conduct and Work Rules

Midland College seeks to provide an environment where each employee is valued. The reputation that the college enjoys within the communities it serves is a direct result of the quality of its faculty and staff. It is the responsibility of each employee to maintain this tradition of excellence.

To assure orderly operations and provide the best possible work environment, Midland College expects its employees to follow rules of conduct that will protect the interests, well-being and safety of all employees, students and the College itself.

While it is not possible to list all the forms of behavior that are considered unacceptable in the workplace, the following lists some, but not all, of the examples of conduct that may result in disciplinary action, up to and including termination of employment:

a. Theft or inappropriate removal or possession of property;

b. Working under the influence of alcohol, non-prescribed inhalants or illegal drugs;

c. Possession, distribution, sale, transfer or use of alcohol, non-prescribed inhalants or illegal drugs in the workplace, while on duty, or while operating College-owned vehicles or equipment;

d. Fighting or threatening violence in the workplace;

e. Negligence or improper conduct leading to damage of College-owned property;

f. Sexual or other unlawful harassment;

g. Possession of dangerous or unauthorized materials, such as firearms or explosives, in the workplace;

h. Excessive and unauthorized absenteeism or any absence without notice or authorization;

i. Unauthorized disclosure of confidential information;

j. Delinquent indebtedness to Midland College;

k. Violation of Midland College’s policies; and

l. Failure to perform duties as required.