



POLICIES AND PROCEDURES COMMITTEE

Title of Proposed Procedures:

Employee Standards of Conduct Procedures

Applies to (check all that apply):

Faculty Staff Students

Division/Department: _____ College _____

Topic/Issue:

Background to Issue/Rationale for Procedure:

State/Federal Regulatory Requirements (cite if applicable):

Executive Order 01.01.2007.01, Standards of Conduct for Executive Branch Employees

Procedural Language:

1. The Executive Order shall be circulated to all College employees, who will be instructed that they must comply with its requirements.
2. Each employee must report to the Director of Human Resources any arrest of an employee and each legal proceeding in which an employee is involved as a party or otherwise if the arrest or legal proceeding affects or reflects on the employee's job fitness or performance. The President will be advised of each

report by the Director of Human Resources, and as required by the Executive Order, will then notify the Assistant Attorney General assigned to the College and advise the Chief Legal Counsel to the Governor.

- 3. Instances of possible criminal or unethical conduct by any employee or contractor can be reported by any College employee with knowledge of the conduct using the BCCC Compliance Hotline. The College will investigate, make a determination and if required, the President will refer the matter to the Assistant Attorney General, and advise the Chief Legal Counsel to the Governor of the referral.**