

## **Supplement to the Standards of Conduct Policy**

### **Examples of Conduct Prohibited on LCC Property or in Situations With A Nexus to LCC Employment**

The following list contains examples of prohibited behaviors/actions for all employees of Lansing Community College. Listing every conceivable example of prohibited conduct is not possible. Additionally, there are some offenses, though not listed, that would be so clearly wrong that no specific reference is necessary. Examples of prohibited behavior include:

- Failure to comply with LCC policies and/or procedures
- Failure to report non-compliance with applicable LCC policies, procedures, rules, regulations, or laws. The College will not retaliate against employees who report such misconduct, consistent with the State of Michigan's Whistleblower's Act.
- Violations of the intent or the specific provisions of the law
- Failure to participate fully and honestly in an investigation related to LCC matters
- Misrepresenting or mischaracterizing any information related to LCC matters
- Falsification of documents or records, including records of time and attendance
- Fraud
- Providing false information
- Failure to maintain required licensure or other required credentials
- Failure to report loss or suspension of licensure or other required credentials
- Inappropriately accessing, being in possession of, and/or disclosing information which LCC has determined to be confidential, including student information
- Failure to follow instructions or other forms of insubordination
- Fighting, threats, or intimidation
- Engaging in any form of violence
- Unauthorized possession of a weapon while on LCC property, irrespective of whether licensed to possess such weapon
- Use, possession, and/or distribution of alcohol on College property or at College-sponsored events, unless previously authorized
- Use, possession, and/or distribution of illegal drugs on College property or at College-sponsored events.
- Being impaired due to use of alcohol, illegal drugs, prescription drugs, inhalants or other intoxicants while on College property or at College-sponsored events or while performing work for the College
- Misuse, abuse, theft, misappropriation, or unauthorized use of LCC property or the property of other employees, visitors, contractors, or other persons related to LCC, or the attempt to do so
- Defacing or damaging restrooms, rest areas, work areas, bulletin boards, or other LCC owned or leased facilities or property
- Accepting LCC services without paying or without authorization, including LCC benefits

- Acceptance of gifts from LCC vendors or customers in violation of LCC's Conflict of Interest Policy
- Acceptance of bribes, kickbacks, or payoffs in any form
- Failure to follow prescribed safety procedures or rules; demonstration of negligent conduct resulting in actual or potential loss or harm
- Failure to report defective equipment or safety hazards
- Engaging in horseplay or other behavior that is disruptive to the workplace and/or interferes with others
- Working another job without authorization while on leave of absence, or during an unauthorized absence from LCC.
- Wasting time or loitering
- Irregular attendance, excessive absenteeism or tardiness, extending defined rest periods without permission, leaving work before the approved time or without authorization, or failure to report absences
- Conviction of a criminal offense or charged with an offense which may affect the public perception regarding one's performance given one's position or which may affect LCC's public image
- Leaving the job without permission
- Gambling on LCC property
- Sleeping on the job
- Engaging in any form of harassment, such as racial, ethnic, or sexual harassment, or other types of harassment which are prohibited by law, which expose LCC to any liability, or which create a hostile work environment
- Violation of LCC's Acceptable Use Policy
- Failure to timely and accurately complete required documentation
- Failure to immediately report injury or accident
- Substandard quality, quantity, or timeliness of work
- Causing excessive waste of time or materials
- Use of inappropriate communication or improper language, including use of vulgarity and/or sexual innuendos
- Permitting unauthorized persons to gain access to LCC property
- Inappropriately photographing LCC sites, property, documents, or employees
- Recording, including video or audio recording, any LCC employee without his/her prior authorization
- Engaging in any conduct outside of the workplace which in any way compromises the ability of any employee to work within the LCC environment, including stalking other employees
- Unauthorized solicitation
- Unauthorized media contact without permission from LCC's Media Relations Director unless legally authorized to do so
- Excessive and/or unauthorized photocopying of non-LCC-related materials
- Using LCC resources, including copy machines, staff, etc., to support a personal business

- Failure to avoid actual or perceived preferential treatment or conflicts of interest when relatives or employees are enrolled at the College.

Employees are expected to avoid situations that may cause a question as to their actions, integrity, or motives.