



TO: All Ivy Tech Richmond/Connersville Employees
FROM: James L. Steck *JLS*
DATE: November 21, 2002
SUBJECT: Standards of Conduct

As a state-assisted, public institution, the College must conduct its business in a manner that is beyond reproach. The actions of full-time and part-time College employees must be, and must appear to be, proper.

College Assets

As employees of the College, all of us must remain keenly aware that we are custodians for the College's assets (resources). Accordingly, each of us needs to assume individual responsibility for ensuring compliance with the College's policy that employees use College assets for Ivy Tech State College business only. College assets include purchased and donated equipment, computers, appliances and motor vehicles; materials created and/or produced while using College-owned resources; facilities; human resources; the College's name; and other official materials such as the seal, logo, etc.

Except for the limited-use exceptions noted below, **employees must not use College assets to conduct non-college or personal business, or to service, troubleshoot or repair non-college property.**

- **Telephone Assets** – Personal, local phone calls should be kept to a minimum, and personal, long-distance phone calls may not be made at the College's expense. The College's toll-free phone numbers (800 and 888) should not be used for non-college business.
- **Computer Assets** – College computing assets are to be used to advance the College's mission of education, research and public service. The College acknowledges,

however, that occasionally employees use College computing assets assigned to them or to which they are granted access for non-commercial, personal use. Such occasional non-commercial, personal uses are permitted by employees if they are not excessive; do not incur costs; do not interfere with the efficient operation of the College, its employees, or its computing assets; are not prohibited by the supervisor; and are not otherwise prohibited by any other College policy or directive.

Computing assets may not be used for any purpose which is illegal, immoral, unethical, academically dishonest as in plagiarizing or cheating, damaging to the reputation of the College, inconsistent with the mission of the College, or likely to subject the College to liability as determined solely by the College.

Unless approved by the Chancellor's Office or endorsed by the College, College computing assets may not be used to:

- Promote, advertise, sell or create:
 - Products or services as part of a personal or private business venture or intended for personal profit, or
 - Products or services of another organization not supported or endorsed by the College;
- Promote, advocate, criticize or lobby for or against:
 - Political causes, issues, office holders or candidates,
 - Religious beliefs, ideas, organizations or materials, or
 - External organizations not supported or endorsed by the College or part of normal College activities or an employee's assigned duties;
- Send, post, download, print, or intentionally receive or display information outside the scope of employee's normal duties or approved academic studies and research which concerns:
 - Political causes, office holders or candidates,
 - Religious beliefs, organizations or materials, or
 - Pornographic or harassing materials; or
- Play or participate in:
 - Networked or on-line games,
 - Networked or on-line chat rooms or list servers not related to College business or academic studies,
 - E-mail chain letters, or
 - Online gambling or gaming.

The College has licensed copies of computer software from a variety of publishers. Licensed and registered copies of software programs have been placed on computers within the College and appropriate backup copies made in accordance with the

licensing agreements. No other copies of this software or its documentation can be made without the express written consent of the software publisher. **The use of software obtained from any other source could present security and legal threats to the College, and such use is strictly prohibited. The unauthorized duplication of copyrighted software or documentation is a violation of the law.**

The College reserves the right to protect its reputation and its investment in computer software by enforcing strong internal controls to prevent the making or use of unauthorized copies of software. These controls may include frequent and periodic assessments of software use, announced and unannounced audits of College computers to assure compliance, and the removal of any software found on College property for which a valid license or proof of license cannot be determined.

In some cases, the license agreements for a particular software program may permit an additional copy to be placed on a portable computer or home computer for business purposes. Employees may not make such additional copies of software or documentation for the software without the approval of the Region's Technology Services Department.

- **Laboratory Assets** – Occasionally—and for instructional purposes only—College laboratory resources or other College assets may be used to inspect, assess, service or repair non-college property. However, property belonging to College employees or other persons listed in the “Conflicts of Interest” section of this document must not be inspected, assessed, serviced or repaired using College assets unless the property owner is enrolled in the course and the course instructor has submitted an appropriate declaration/disclosure statement to the Dean of Academic Affairs.

Misuse or excessive personal use of any College assets, including information technology resources, may lead to disciplinary action, including possible termination.

General Solicitation and/or Distribution

Employees must not make solicitations (including e-mail) to employees or students that are not part of College business or a College related activity, nor distribute or post any unauthorized material during working time without the permission of the Chancellor's Office.

Transportation

College policy prohibits employees from providing transportation to family, friends, or

anyone other than those authorized by the College when using a College motor vehicle.

Conflicts of Interest

All employees should also be aware of potential conflict-of-interest situations. College transactions, including the purchase or provision of services, goods, materials, equipment or supplies, may not be conducted with the following persons or groups without prior approval from the Office of the Chancellor:

- Full-time employees,
- Part-time employees (including adjunct faculty),
- Ivy Tech State Trustees,
- Ivy Tech Regional Trustees,
- Program advisory board members,
- Other individuals affiliated with the College, and
- Any organization, board or group in which College employees or College affiliates may hold a pecuniary interest.

Decisions made in conducting such transactions must not be influenced by self-interest on the part of any employee or College affiliate which may potentially or actually be in conflict with the interests of the College.

Prohibition Against Harassment

The College does not tolerate harassment based on sex (with or without sexual conduct), race, color, religion, national origin, age, or disability. This prohibition covers harassment against any College employee by anyone (supervisors, co-workers, students, or non-employees) in or related to an Ivy Tech campus. This prohibition includes adverse treatment of employees because they report harassment or provide information related to such complaints.

Purchases, Sales and Disposals

The purchasing of products or services must be executed in accordance with all applicable state and federal statutes in an efficient and businesslike manner. All expenditures of College funds must be approved through the Purchase Requisition/Purchase Order process. The Regional Business Office may make specific exceptions. Such exceptions shall be wholly discretionary and shall be adopted at such times and under such conditions as will serve the interests of the College.

Disposal or retirement of College property and materials must be reviewed and approved by the equipment custodian and the Executive Director of Finance. This includes tagged and untagged items. All cash received from the sale of College property must be turned in immediately upon receipt to the Regional Business Office.

Professional Development Activities and Community Service

Ivy Tech Richmond/Connersville encourages employee participation in professional development activities and community service. Occasionally, questions arise related to the use of College assets when employees are engaged in these activities. Attached are the Region's guidelines for the use of College assets in professional development and community service activities. If you have any questions concerning the application of these guidelines, please contact your supervisor or the Human Resources Office.

Please remember it is imperative that we manage College assets and conduct ourselves in a manner that is proper—and which appears proper. You are encouraged to consult the Full-Time Employee Handbook, the Faculty Handbook, or the Part-Time Employee Handbook available on-line at <http://www.ivytech.edu/humanresources/handbook/ft/>, http://www.ivytech.edu/humanresources/faculty_handbook.html, and <http://www.ivytech.edu/humanresources/handbook/pt/> respectively for further information on the College's policies on standards of conduct.

Thank you for your continued attention to these important guidelines and policies.

Ivy Tech State College Richmond/Connersville Guidelines for Use of College Resources in Conjunction with Professional Development and Community Service

Revised November 21, 2002

Ivy Tech Richmond/Connersville encourages employee participation in professional development activities and community service. Questions on use of College assets, paid time, and approvals sometimes arise when employees encounter activities in professional development and community service. The guidelines below are intended to provide a reference on approvals needed when College resources are used to support these areas. If you have any questions concerning the application of these guidelines, please contact your supervisor.

COMMUNITY SERVICE

(Clubs, Service Organizations, Civic Organizations, etc. Does not include Non-Public or Private Organizations)

REQUIRED APPROVALS...

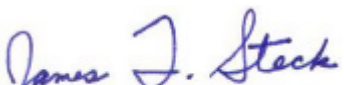
	<u>Not Needed</u>	<u>Supervisor</u>	<u>Chancellor</u>
Paid Time		X	X
Paid Time Which is Made-Up (Hourly employees must report hours worked and not worked outside of normal 40-hour week. Carry-over of hours from one week to another is not appropriate.)		X	
Non-Paid Time (Outside of Normal Work Hours)	X		
Use of Supplies/Material		X	
Use of Phone/Fax/Postage/Copier/Etc.		X	X
Utilization of Other College Employees' Paid Time		X	X
Use of PC		X	

PROFESSIONAL DEVELOPMENT (Credit Courses, Conferences, Workshops, In-Services Papers, Resumes, Professional Organizations, etc.)

REQUIRED APPROVALS...

	<u>Not Needed</u>	<u>Supervisor</u>	<u>Chancellor</u>
Fees, Membership Dues		X	X
Paid Time*		X	
Paid Time Which is Made-Up* (Hourly employees must report hours worked and not worked outside of normal 40-hour week. Carry-over of hours from one week to another is not appropriate.)		X	
Non-Paid Time (Outside of Normal Work Hours)	X		
Use of Supplies/Materials		X	
Utilization of Other College Employees' Paid Time		X	X
Use of Phone/Fax/Postage/Etc.		X	X
Use of PC (Approval not needed to use PC for development of employees' resumes and cover letters.)		X	

* College policy provides for full-time employees to enroll in up to twelve (12) credit hours of Ivy Tech classes per term with the general fee waived. This requires the approval of the employee's supervisor. If the class hours are during the employees scheduled work hours, the supervisor may decide to make arrangement to allow the employee to attend the class provided that no unnecessary burden is created in the department and arrangements are made to make-up the time. Employees are in non-pay status while attending classes during working hours unless class attendance is required by the supervisor. Hours that are "made-up" must not place the employees in overtime status. These guidelines also apply to employees taking credit courses outside of Ivy Tech.



 Chancellor

November 21, 2002

 Date