Personnel

Code of Conduct

Southeast Technical Institute employees hold positions of public trust. They are responsible for the education of students and serve as examples and role models to students. All employees are responsible for the integrity and the consequences of his or her actions. The highest standards of honesty, integrity, and fairness must be exhibited by each employee when engaging in any activity involving STI and its students. Employee conduct should be such as to protect the person’s integrity and/or reputation and that of STI. An unwavering commitment to honorable and ethical behavior by staff is expected.

Employees shall perform their jobs in a competent and ethical manner without violating the public trust or applicable law, policies, and regulations. It is not practical or possible to enumerate all situations that might fall under the guidelines of this policy. In addition to other policies, regulations, and approved practices that have been established, the absence of a law, policy, or regulation covering a particular situation does not relieve an employee from the responsibility to exercise the highest ethical standards at all times.

Any person who believes staff has engaged in conduct which violates the code of conduct may report the alleged misconduct to their immediate supervisor, utilizing the Complaint Investigation form available from STI Administration or from the STI Human Resources Department. If the concern/complaint involves the individual’s immediate supervisor, the Complaint Investigation form may be filed directly with the STI Vice President of Student Affairs and Institutional Research.

STI employees are expected to:
  • Treat students, parents, fellow employees, and community members with dignity and respect. Conduct not meeting this expectation includes, but is not limited to:
    o Refusing to communicate or speak with another individual
    o Offensive verbal, visual or physical conduct
    o Threatening another individual
    o Invading another’s privacy
    o Purposely invading an individual’s personal space
    o Knowingly blaming other individuals for mistakes they did not make
    o Spreading gossip about an individual
    o Taking credit for another individual’s work or ideas
    o Jokes that demean an individual or group of individuals
    o Any type of “bullying” behavior.
  • Promote a safe, nurturing, and positive school and work environment. Conduct not meeting this expectation includes, but is not limited to:
• Repeated verbal, non-verbal, written or electronic communication
• Any conduct that is severe and objectively offensive so that it creates or results in an intimidating, hostile or offensive work environment or has the purpose or effect of substantially or unreasonably interfering with an employee’s or student’s performance.

• Maintain confidentiality concerning students, families and employees;

• Demonstrate knowledge of and act in accordance with STI policies and procedures, as well as legal and contractual standards, responsibilities, and obligations;

• Demonstrate a commitment to learning and professional growth;

• Model and promote appropriate dress and language. Conduct not meeting this expectation includes, but is not limited to:
  o Name calling
  o Use of nicknames that may be offensive
  o Repeated negative comments about others orally or in writing.

• Commit to reporting gross mismanagement, significant waste of funds, abuse of authority, threats to safety, violations of policies and regulations, or other conduct that damages integrity or reputation to their supervisor, the STI Human Resources Specialist or the President;

• Abstain from threatening, harassing, punishing or retaliating behavior against students and/or other employees;

• Engage in conduct that follows generally recognized professional principles.

Unethical conduct includes, but is not limited to:

• Any conduct that seriously impairs the employee’s ability to function professionally in his/her employment position;

• Conduct that is detrimental to the health, welfare, discipline or morals of students;

• Conduct which is offensive to the ordinary dignity, decency and morality of others;

• Failure to cooperate with STI in inquiries and/or investigations or hearings; and

• Deliberately falsifying information.

Any violation of the Code of Conduct shall be considered just cause for discipline, up to and including termination of employment.
Legal Reference:
ARSD 24:08:01 Definitions
ARSD 24:08:03 Code of Professional Ethics
ARSD 24:11:03 Code of Professional Ethics

RELATED POLICIES:
AC/STI / AC-R/STI – Equal Opportunity/Nondiscrimination
DJG – Vendor Relations
DIA/DIA-R – Accounting System/Trust and Agency Funds
GBAA/STI – Harassment
GBEA/STI – Nepotism
GBEAA/STI – Conflict of Interest
GBEBC/STI – Staff Gifts and Solicitation
GBEC/STI – Drug-Free Workplace
GBI/STI – Staff Participation in Political Activities
GCS/STI – Royalties – Professional Research and Publishing
IJOB/STI – Community Resource People
IJNDC/IJNDC-R – Acceptable Use of Computer Networks
JRA/STI– Student Records
KCD/STI – Public Gifts/Donations to Schools
KE/STI – Public Concerns and Complaints
KEA/STI – Public Concerns/Complaints about Policy
KEB/STI /KEB-R/STI – Public Concerns/Complaints about Personnel

Policy Board Action
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