



Employee Code of Conduct

Dixie Tech and its employees must, at all times, comply with all applicable laws and regulations. Dixie Tech will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, or bribery. Dixie Tech does not permit any activity that fails to stand the closest possible public scrutiny.

All business conduct should be well above the minimum standards required by law. Accordingly, employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing Dixie Tech's operations.

Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their superior, who, if necessary, should seek the advice of the HR department.

General Employee Conduct

Dixie Tech expects its employees to conduct themselves in a businesslike and professional manner. Drinking, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while on the job.

Employees must not engage in sexual harassment or discrimination, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer. Employees must also not be harassed or discriminated against on the basis of their race, color, religion, gender, national origin, age, pregnancy, citizenship, genetic information or disability as provided by law.

Dixie Tech expects its employees not to:

- (a) Violate safety and/or security regulations, by willfully or negligently disregarding or violating any published safety, security, or risk procedure.
- (b) Be Insubordinate, by failing or refusing to follow directions of a supervisor or any individual authorized to direct the employee.
- (c) Have unexcused absences or tardiness, for example by failing to report to work on time, report back to work from a scheduled break or appointment; or by leaving the work assignment or premises during the employee's scheduled work time unless prior authorization has been received from the supervisor; or by wasting time or loitering.
- (d) Engage in outrageous behavior, which is any conduct, whether verbal, physical, or both, that is immoral, indecent, or so disruptive of the work environment that it has no place in a professional setting.
- (e) Engage in criminal, infamous, dishonest, immoral or disgraceful conduct, or other conduct prejudicial to the College.

- (f) Use language which is offensive, abusive, insulting, vulgar, obscene, degrading, morbid, lascivious or erotic in nature. Such language disrupts the work of other employees and interferes with the education of the college's students.

Employees should seek to work harmoniously with others, including coworkers, students, subordinates, or superiors. Examples of unacceptable conduct would include, but are not necessarily limited to, malicious gossip and otherwise creating discord, or interfering with another employee in the conduct of their duties.

Dress and Grooming

Instructional staff should dress appropriately for the occupational environment for which they are providing training. Clothing should be appropriate for the safe and effective performance of tasks in their area of instruction.

Administrative staff are expected to dress in business casual attire, including pants, shirts, skirts and dresses that, while not formal, are appropriate for a business environment.

Dixie Tech employees are expected to follow the following guidelines:

- (a) Shirts and shoes are to be worn at all times.
- (b) Clothing should not be revealing, offensive, immodest, obscene, or create a hostile training or work environment for another individual, or as to cause disruption of normal college and classroom activities.
- (c) Both the individual and his/her clothes should be clean so as not to offend others.

Employees are expected to be neatly groomed and free of body odor. They should be considerate of coworkers and students who may be sensitive to strong fragrance. Employees should look professional in appearance at all times and should be free from distracting attire/jewelry.

Conflicts of Interest

Dixie Tech expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the college. Employees must not use their position or the knowledge gained as a result of their position for private or personal advantage. Regardless of the circumstances, if employees sense that a course of action they have pursued, are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer; they should immediately communicate all the facts to their superior.

Outside Activities, Employment, and Directorships

All employees share a serious responsibility for Dixie Tech's good public relations, especially at the community level. Their readiness to help with religious, charitable, educational, and civic activities brings credit to the college and is encouraged.

Employees must, however, avoid acquiring any business interest or participating in any other activity outside the college that would, or would appear to:

- (a) Create an excessive demand upon their time and attention, thus depriving the college of their best efforts on the job.
- (b) Create a conflict of interest - an obligation, interest, or distraction - that may interfere with the independent exercise of judgment in the college's best interest.

Relationships with Contractors and Suppliers

Employees should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with Dixie Tech, or that provides goods or services, or both to the college, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of the college.

Gifts, Entertainment, and Favors

Employees must not accept entertainment, gifts, or personal favors in excess of fifty dollars (\$50) that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which Dixie Tech has, or is likely to have, business dealings. Similarly, employees must not accept any other preferential treatment under these circumstances because their position with the college might be inclined to, or be perceived to, place them under obligation.

Kickbacks and Secret Commissions

Regarding Dixie Tech's business activities, employees may not receive payment or compensation of any kind, except as authorized under the college's remuneration policies. In particular, the college strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.

College Funds and Other Assets

Employees who have access to Dixie Tech funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the college's policies and explanatory materials. Dixie Tech imposes strict standards to prevent fraud and dishonesty. If employees become aware of any evidence of fraud and dishonesty, they should immediately advise their superior or the HR Department so that the college can promptly investigate further.

When an employee's position requires spending college funds or incurring any reimbursable personal expenses, that individual must use good judgment on the college's behalf to ensure that good value is received for every expenditure.

Dixie Tech funds and all other assets of the college are for college purposes only and not for personal benefit. Using college facilities, equipment, and supplies for profit-making or other personal gain is prohibited. Personal use of college equipment such as classroom furniture,

laboratory or shop equipment, computers, etc., must be justified and approved in writing by the employee's supervisor. Use of expendable supplies for personal use must also be approved in writing and appropriate compensation to the college is required. Removing any College property from the workplace without prior written approval is prohibited.

Organization Records and Communications

Accurate and reliable records of many kinds are necessary to meet Dixie Tech's legal and financial obligations and to manage the affairs of the college. The college's books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- (a) False expense, attendance, production, financial, or similar reports and statements.
- (b) False advertising, deceptive marketing practices, or other misleading representations.

Dealing with Outside People and Organizations

Employees must take care to separate their personal roles from their positions at the college when communicating, including communications through social media, on matters not involving Dixie Tech business. Employees must not use organization identification, stationery, supplies, and equipment for personal or political matters.

Employees must refrain from making public statements on behalf of the College regarding issues or matters about which they are not authorized spokespersons. If an employee is contacted by the media about a College matter, the employee should refer the media contact to the Marketing/PR Officer. When communicating publicly on matters that involve College business, employees must not presume to speak for the College on any topic.

When dealing with anyone outside the College, including public officials, employees must take care not to compromise the integrity or damage the reputation of either the college, or any outside individual, business, or government body.

Employees must divulge possible and/or existing conflicts in writing annually.

Prompt Communications

In all matters relevant to customers, suppliers, government authorities and the public, all employees must make every effort to achieve complete, accurate, and timely communications- responding promptly and courteously to all proper requests for information and to all complaints.

Drugs, Alcohol and Tobacco

Dixie Tech employees and volunteers may not possess, distribute, use or be under the influence of any controlled substance or alcohol during working hours, on Dixie Tech property, or while operating a Dixie Tech vehicle at any time, or other vehicle while on duty.

The use of tobacco (including dipping tobacco) and e-cigarettes are prohibited throughout the workplace and on Dixie Tech property. Possession of tobacco and related devices (such as e-cigarettes and pipes) are prohibited on the Dixie Tech campus.

Electronic Devices, E-mail and Internet

Telephones, computers, mail (e-mail) systems and other electronic communications devices provided by the College whether in the workplace or elsewhere, are the property of the College and should be used for business purposes; however, reasonable personal use is permitted, consistent with this Code of Conduct and all other policies of the College. You are expected to use common sense and good judgment in determining what is and what is not “reasonable personal use”. The use of e-mail, the College’s intranet and the internet must conform to the policies of the College.

Among other things, the following are prohibited in electronic communications: statements, which, if made in any other forum, would violate any of our policies, including College discrimination and harassment policies; participation in impermissible or illegal activities (such as gambling or the use and sale of controlled substances); the misuse of confidential information; and accessing, downloading, uploading, saving, or sending sexually oriented or other offensive materials. The College will not tolerate abusive, obscene, offensive or profane e-mails.

The College considers all data and communications transmitted through, received by, or contained in the firm’s electronic or telephonic equipment and systems to be the College’s property. Subject to applicable laws and regulations, the College reserves the right to monitor, review, delete, and disclose all such data and communications as it deems appropriate. Employees should have no expectation of privacy when using such resources.

Workplace Violence

Employees should have a safe place in which to work. Workplace violence, including physical threats, physically threatening behavior, physical intimidation, assaults and similar conduct, will not be tolerated. Any threats or concerns about your safety or the safety of others should be immediately reported to your manager.

Privacy and Confidentiality

When handling financial and personal information about employees, students or others with whom the college has dealings, observe the following principles:

- (a) Collect, use, and retain only the personal information necessary for the college's business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.

- (b) Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
- (c) Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use personal information only for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.

I have received, read and understand the Dixie Tech Employee Code of Conduct and agree to abide by its precepts as a condition of my continued employment at Dixie Tech.

Employee Signature: _____ Date: _____