

# Northern New Mexico College

## CODE OF CONDUCT

Approved by the Board of Regents  
on August 18, 2017

### 1. GENERAL POLICY

The following Code of Conduct is applicable to all employees of Northern New Mexico College:

#### 1.1 Conflict of Interest

1.1.1 All College employees are required to report, in writing, to the President any outside employment, research and consulting activities, substantial interest (greater than 20%) in a business; and any financial interest that an employee has reason to believe may affect the College.

1.1.2 All College employees shall disqualify themselves from any College proceedings that involve a business in which the employee or an employee's family member has a financial interest.

1.1.3 No College employee shall acquire a financial interest in a business at a time when he/she has reason to believe that it will be directly affected by his/her official actions.

1.1.4 No College employee shall use confidential information acquired in the course of their employment, or take an official act for their or another's private or personal gain.

1.1.5 No employee shall seek or accept any favor or gratuity from any person, firm, or corporation which is engaged in or attempting to do business with the College or any agency of state, or local governments which might affect the employee's judgment in the impartial performance of duties.

1.1.6 No employee shall purchase or influence the purchase of services, equipment, instruments, materials, or other items for the College or its programs from any firm in which the employee has a financial interest.

1.1.7 No employee shall permit transmission to a private firm, or make other use for personal gain, of College productions, research results, materials, records, or information that are not made generally available.

1.1.8 No employee shall let an outside activity interfere with his/her primary obligation to the College. This does not mean that the employee may not enter into an outside consulting activity, but, if he/she does, it must not be allowed to interfere with College assignments.

1.2 For the purposes of this policy, the following definitions apply:

1.2.1. "Family member" means spouse, domestic partner, parents, children, siblings, brother-in-law, sister-in-law, step brother, step sister, by blood or marriage.

1.2.2. "Financial Interest" means an interest held by an employee or the employee's family

member that is:

- (1) an ownership interest in business; or
- (2) any employment or prospective employment for which negotiations have already begun.

1.2.3. "official act" means an official decision, recommendation, approval, disapproval or other action that involves the use of discretionary authority

## 2. General Provisions

- 2.1 Employees shall be truthful and honest.
- 2.2 No employee shall engage in any discriminatory conduct.
- 2.3 Employees shall be patient, dignified, courteous and respectful.
- 2.4 Employee shall not misappropriate or misuse public property or public funds.
- 2.5 Employees shall comply with any code of ethics applicable to their particular occupation or profession.

## 3. Solicitation

3.1 Employees may not be solicited, nor solicit, at any time during working hours, except when it is conducted by a College organization

3.2 For the purpose of this policy, solicitation includes, but is not limited to, electioneering of any kind.

## 4. Political Activities

4.1 The College recognizes the legitimacy and social importance of political activity by employees. College employees may engage in lawful political activities. However, such activity, like any other personal, non-official undertaking must be done on the employee's own time and should not interfere with College duties. Employees may not:

- Campaign during work hours.
- Use College supplies or equipment for campaign purposes.
- Represent their political views or the views of any candidate as being those of the College.
- Use employee mailing labels (either home or office addresses) produced by the College for distributing campaign materials.
- Distribute campaign material through campus mail unless it has been received by a federal post office and is properly postmarked.