



<p align="center"><b>Policy Title</b> Employee Code of Ethics Policy</p>	<p align="center"><b>Original Adoption Date</b> 6/18/1981</p>	<p align="center"><b>Policy Number</b> HR-793</p>
<p align="center"><b>Responsible College Division/Department</b> Human Resources</p>	<p align="center"><b>Responsible College Manager Title</b> Executive Director of Human Resources</p>	
<p align="center"><b>Policy Statement</b></p> <p><b>Code of Ethics</b></p> <p>Since the realization of College goals is dependent upon the professional behavior of all employees, the following specific obligations must be met:</p> <ol style="list-style-type: none"> <li>1. Faithfulness and promptness in attendance at work.</li> <li>2. Support and enforcement of policies of the District Board and operational guidelines of the College.</li> <li>3. Care and protection of College property.</li> <li>4. Concern and attention for one’s own and the College’s legal responsibilities.</li> <li>5. Careful attention to duties and responsibilities of one’s position of employment with the College.</li> <li>6. Observance of high moral and ethical standards in the performance of one’s official or professional duties, in order to preclude conflicts of interest and provide quality public service to the student body and the entire LTC district community.</li> </ol> <p>Any employee who refuses to comply with this policy will face disciplinary action, up to and including termination of employment. In addition, penalties for intentional violation of this Code of Ethics shall conform to additional procedures established in Chapter 19 of the Wisconsin Statutes.</p>		
<p align="center"><b>Reason for Policy</b></p> <p>The purpose of this policy is to affirm, in a comprehensive statement, LTC is committed to honesty, fairness and providing a safe and healthy working environment that respects the dignity due everyone.</p>		
<p align="center"><b>Cross References and Legal Review</b></p> <p>Reviewed/Revised: 6/21/84; 11/16/89; 5/20/92; 5/19/93; 12/15/94; 12/21/94; 6/17/96; 9/24/01; 10/22/04; 05/02/07; 12/15/08; 2/9/15; 7/1/16; 8/28/17; 1/22/19</p> <p>Chapter 19 of the Wisconsin Statutes</p> <p><b>Legal Counsel Review and Approval: N/A</b> <b>Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits</b></p>		
<p align="center"><b>Definitions</b></p> <p><u>Employee</u>. “Employee” shall include all full-time and part-time employees of the College (excluding adjunct instructors).</p>		