

# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>		<b>PROCEDURE 462.1</b>	
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		<b>Last Revision Date:</b>	09-22-93
<b>Effective Date:</b>			
<b>Section:</b>	Personnel	<b>Subject:</b>	Employees' Conduct

## PURPOSE

The purpose is to provide guidelines regarding employees' conduct.

## PROCEDURE

In performing their duties, employees will conduct themselves in a manner which reflects the professional status and image of the College.

1. Employees will refrain from any conduct overtly or covertly intended to obstruct, disrupt, impair, or interfere with the orderly conduct, processes and functions of the College.
2. Employees will not physically abuse nor threaten harm to any person on College-owned or controlled property or at College sponsored or supervised functions whether on- or off-campus.
3. Employees will not damage or threaten to damage College property.
4. Employees will not gain forceful or unauthorized entry to or occupancy of College-owned or controlled facilities, including both buildings and grounds.
5. Employees will comply with the lawful directions of College officials, the Campus Police, or other law enforcement officers acting in performance of their duties and will identify themselves to such officials or officers when lawfully requested to do so.
6. Employees in violation of these procedures may be subject to appropriate disciplinary action and/or criminal and civil sanctions, but in no case will the employees' right to due process be denied.