



**Basic Code of Conduct
Employee Relations 401.0
General Policy**

1. Purpose

This policy establishes general guidelines for employee conduct and workplace behavior at the University of Arkansas Community College at Batesville (UACCB).

2. Scope

This policy applies to all UACCB employees, faculty and contingent workers.

3. Policy

At UACCB, employees are expected to conduct themselves professionally while fostering an inclusive, respectful, and productive work environment. The success of UACCB depends on maintaining high standards of integrity, mutual respect, and ethical behavior among all personnel.

Expectations in Interpersonal Relations

To uphold a positive workplace culture, all UACCB personnel are expected to:

1. Refrain from using abusive, provocative, or profane language, and avoid disruptive behavior, including physical altercations or creating disturbances.
2. Exhibit mutual respect in interactions with colleagues, students, and visitors, fostering a supportive and professional work environment.
3. Treat others with dignity, fairness, and impartiality in all professional interactions.
4. Avoid inappropriate workplace conduct such as horseplay, excessive roughhousing, or disorderly behavior.
5. Maintain a respectful and productive workspace by minimizing non-work-related visits to colleagues' work areas.
6. Official breaks should be taken in such a manner not to disrupt college operations.

Workplace Bullying Prevention

UACCB does not tolerate workplace bullying in any form—whether intentional or unintentional. Bullying is defined as behavior that creates a hostile, offensive, or intimidating work environment that is not aligned with the institution's professional standards. Workplace bullying may take various forms, including but not limited to:

1. **Physical bullying** – Includes actions such as pushing, shoving, kicking, poking, or threatening physical harm.
2. **Verbal bullying** – Encompasses slander, insults, persistent name-calling, demeaning jokes, or offensive remarks.
3. **Nonverbal bullying** – Involves aggressive gestures, intimidation, or invasion of personal space despite requests to step away.



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4. **Cyberbullying** – Includes harassment through electronic communication, social media, or digital platforms.
5. **Exclusion** – Intentional isolation of individuals from work-related activities, meetings, or discussions.

Employees who experience or witness workplace bullying are encouraged to report concerns to their supervisor or the Human Resources Department. UACCB is committed to maintaining a professional and respectful work environment for all.

Cellular Phones and Electronic Devices

1. Personal cellular or electronic devices should not be used in ways that pose security or safety risks or interfere with assigned work duties.
2. Devices should not be used in professional settings where they may disrupt work-related activities. Employees should prioritize work responsibilities over personal device usage.
3. During break periods, personal cellular or Bluetooth devices may be used in designated eating or break areas, provided they do not cause disturbances to others.
4. Speakerphone use is prohibited while on duty or in work areas to prevent disruptions.

Physical Appearance and Professional Presentation

1. Certain positions may require specific uniforms while on duty. Department supervisors or designated personnel are responsible for informing employees of dress code requirements.
2. Employees are expected to maintain a clean, neat, and professional appearance appropriate for the work environment.
3. Employees should avoid smelling of offensive odors, including body odor, cigarette smoke, or strong chemicals, and should be considerate of others when using scented products by opting for milder fragrances.
4. UACCB name badges will be visible and worn while on duty. Badges should be removed when not in an official work capacity but should remain available upon request.
5. Employees may not report to work or be present on campus while impaired by intoxicating substances or while exhibiting signs of intoxication, including the odor of alcohol.
6. Employees representing UACCB must do so accurately and honestly, including when referencing their job title, role, or responsibilities.

Job Duties and Responsibilities

1. Employees are expected to fulfill the responsibilities outlined in their position descriptions, including verbal, written, and assigned tasks.
2. All work should be completed with attention to detail, professionalism, and respect for colleagues, students, and the campus community.
3. Employees are required to comply with all UACCB policies and procedures.

Attendance and Workplace Expectations



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1. Regular and punctual attendance is required to maintain workflow and operations. All employees should be familiar and refer to the Time and Attendance policy.
2. Employees must obtain prior approval from their supervisor or designated personnel before leaving their designated work areas during scheduled work hours.
3. Employees may occasionally be asked to assist with work assignments outside of regular hours to support operational needs.

Maintaining Accurate Records

1. Employees must accurately record work time and comply with timekeeping policies.
2. Any additional hours or overtime must be approved in advance by the supervisor or appropriate personnel.
3. Employees may not clock in or out for others.
4. Falsification of time records, employment documentation, or any official UACCB is prohibited.

Health and Safety

1. UACCB is a smoke-free campus; smoking, which includes vaping and tobacco use, is prohibited in all campus buildings, parking areas and any other campus grounds.
2. Employees are expected to know and follow established fire and emergency procedures.
3. Safe work practices should be followed at all times, and all employees must comply with the published safety guidelines.

Use of UACCB Property and Resources

1. Misuse of internet privileges may result in disciplinary action.
2. Campus phones, fax machines, and other communication devices are intended for work-related use. Personal use should be limited to emergencies or with prior approval.
3. Equipment must be used properly and safely.
4. Employees are responsible for maintaining a clean and organized workspace. Creating unsanitary or unsafe conditions is not permitted.

Campus Security and Safety Measures

1. Lost and found items should be reported to the reception desk in the Library or the Welcome Center.
2. Employees must comply with security protocols regarding bag or package inspections when required by designated personnel.
3. Firearms and weapons of any kind are strictly prohibited on campus, including parking areas, unless specifically authorized through proper permits in accordance with applicable laws and institutional policy.
4. Criminal activities, theft, misappropriation, or unauthorized removal of UACCB property is strictly prohibited.

I. Procedure



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Employees should contact the Office of Human Resources regarding questions related to this policy. Violations of this Code of Conduct will be addressed with appropriate corrective action. All disciplinary actions will be handled with objectivity and fairness while considering the rights and interests of UACCB employees.

Related Policies:

Campus Policy 712.0 - Free Speech and Expressive Activities; Campus Policy 951.1 - Social Media Policy;