

HIGHLAND COMMUNITY COLLEGE
GENERAL PERSONNEL POLICY

SUBJECT: Employee Code of Conduct
BOARD OF TRUSTEE APPROVAL: 02/26/2025

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EFFECTIVE DATE: 02/27/2025

As outstanding employees of Highland Community College, we are bound together by a shared mission: to provide lifelong learning opportunities that empower individuals and contribute to the growth and prosperity of the communities we serve. The work we do here is more than just a job—it is a commitment to the future of our society. And with that commitment comes the responsibility to uphold the highest standards of integrity, professionalism, and respect.

1. Respect and Dignity for All

We are a diverse community, and that is our strength. We must treat everyone—students, colleagues, and community members—with fairness, respect, and dignity. Discrimination, harassment, or any behavior that undermines the values of inclusion has no place here. Let us remember that each person is valuable, and we are all better when we lift one another up.

2. Integrity and Accountability

We are entrusted with the important task of guiding minds, shaping futures, and fostering intellectual curiosity. With that trust comes the responsibility to act with honesty and integrity in everything we do. We must hold ourselves accountable—not just to the policies of this institution, but to the higher ideals that define us as educators and professionals. If we make a mistake, we own up to it and strive to do better.

3. Collaboration and Unity

We are stronger when we work together. Collaboration is at the heart of what we do—whether it's working alongside fellow educators, supporting our students, or contributing to the success of the college. Let us approach each task with the understanding that we are part of something larger, and our success is built up in the success of others.

4. Commitment to Excellence

Excellence is not an endpoint; it is a journey. We strive not just to meet the standards but to exceed them. We embrace continuous learning and growth, both personally and professionally. We must remain committed to our students' success and to creating a space where their potential can flourish. The work we do today shapes the leaders of tomorrow.

5. Transparency and Open Communication

We value transparency and open communication, for these are the cornerstones of trust. We encourage honest dialogue, and we listen to one another with respect. If challenges arise, we face them together. We seek solutions through cooperation, not division. Let us speak truthfully, act with purpose, and engage with one another in a spirit of collaboration.

6. Service to the Community

Our work extends beyond the classroom and the campus. We have a responsibility to serve not just the students who walk through our doors but the communities that we are part of. We are role models, and the example we set reverberates far beyond these walls. Whether through mentorship, civic engagement, or outreach, we must always remember that our efforts are part of a larger mission to build a better society.

7. Confidentiality and Trust

As educators and staff, we often have access to sensitive information. Whether it's about a student's academic record or a colleague's personal circumstances, we must handle that information with the utmost care and discretion. Trust is the foundation of everything we do, and it is our responsibility to protect it.

Conclusion

In conclusion, we must be mindful of the impact we have as individuals and as a community. Each action, every word, and every decision matters. When we live up to these principles, we create a campus culture where all of us—students, faculty, and staff—can thrive.

Let us move forward together, with purpose and with respect, and continue to build a college that reflects the values we hold dear: integrity, excellence, collaboration, and service.