

CODES OF CONDUCT

Molloy College expects a safe and professional workplace to be successful and to promote efficiency, productivity and cooperation among its employees. The orderly and efficient operations of Molloy College, therefore, require that employees maintain proper standards of conduct at all times. Employees who fail to maintain proper standards of conduct toward their work, their co-workers or the students of the College are subject to appropriate disciplinary action, up to and including termination.

Dress Code

As an employee of Molloy College, we expect you to present a clean and professional appearance as all employees serve as representatives of the College. The exercise of good judgment in attire and presentation of self is required to meet the needs of the business and academic environment of the College. Supervisors' may express particular requirements in their areas, and employees must cooperate in meeting the standards of the department.

Employees who are assigned a uniform in connection with the performance of their job duties must wear the complete uniform at all times while on duty.

All employees are expected to adhere to professional attire and grooming standards; which excludes jeans, shorts, sweat pants, sweat shirts, jogging suits, halter or tank tops, flip flops, or athletic footwear of any kind.

Representing the College/Community

When off campus on College business, it is the employee's responsibility, as a representative of the College, to project a professional image. Employees are also expected to demonstrate the highest standards of integrity.

Confidentiality

Many employees work with sensitive, privileged information involving confidential employee or student records and/or privileged data regarding the college's finances or business planning. Upholding the confidentiality of this information is critical to retaining the trust of students and co-workers and the success of the college, and represents the respect Molloy has for the students it services.

Employees must maintain the confidentiality of the information they come in contact with. Violation of this policy will lead to disciplinary action being taken, up to and including termination of employment.

Good Housekeeping

Good housekeeping, like good personal appearance, projects a good image. Work areas are

expected to be clean, neat, and as organized as possible. Although Molloy College does have employees directly responsible for the cleanliness of our facilities, it is up to all of us to maintain a neat environment.

Language

Offensive language or behavior is never appropriate in the work place. Incidents of the use of either should be reported in writing to Human Resources. All reported incidents will be investigated. If appropriate, disciplinary action will be taken.

Telephone Calls

In order to keep our telephones available for College business, employees are requested to keep personal telephone calls to a minimum. Work should not be interrupted by any personal calls including cell phone or text messaging usage except in the case of an emergency. Personal long distance and toll calls are the financial responsibility of the employee.

Personal Business - Employees may not conduct personal business during work hours or use College resources for personal business.

Convictions - A Molloy employee who is convicted of a felony or misdemeanor during his/her employment must notify his/her supervisor immediately. Molloy may terminate an employee as a result of such a conviction or for failure to notify the College.

Security – Care should be taken to prevent the access by person(s) not authorized to be in the College's facilities. Internal information about our services or information about students must not be duplicated, given to unauthorized person(s), or allowed to be used in any manner that places Molloy College in a position of liability.

The removal of any equipment, supplies, or property of the College without permission from Administration is not allowed and will be considered a breach in the security of the College. Should there be a breach in security, the College will investigate fully. All employees are expected to cooperate fully with the investigation.

To promote a safe work environment, the Public Safety Department periodically administers fire drills for the entire College community. All employees are expected to cooperate fully with such drills.