DAKOTA COLLEGE AT BOTTINEAU

Policy

CODE OF CONDUCT | DCB.308
EFFECTIVE DATE: AUGUST 2019 | REVISED: OCTOBER 2026
SOURCE: SBHE Policy Manual Section 300 and 600

Policy
This Code of Conduct is adopted by SBHE Policy 308.1 and applies to all Dakota College at Bottineau (DCB) employees. DCB is committed to upholding the highest ethical and professional standards.

All DCB employees shall comply with all applicable laws, regulations, policies and procedures. Activities that achieve results unlawfully or in violation of applicable policies or procedures or by unethical behavior – including payments for illegal acts, indirect contributions, rebates, or bribery – are not tolerated and must be reported. All conduct must meet or exceed minimum standards established by law.

Employees who have information concerning a possible violation of this Code or are uncertain about the application or interpretation of any legal requirement should report the matter to their supervisor or, if the matter involves a supervisor, to the Campus Dean or NDUS Fraud & Compliance Hotline 833-210-3961. Employees to whom such reports are made should consult legal counsel as necessary or appropriate.

Procedure
DCB supports an environment that is free of discrimination and harassment.

a. All employees are expected to conduct themselves in a businesslike manner. Unlawful consumption of alcoholic beverages or use of illegal drugs, being at work while under the influence of alcohol or drugs, disruptive behavior, unlawful gambling, unauthorized use of public property or resources and other unauthorized activities that disrupt the efficient and economical administration of DCB or the NDUS, are prohibited.

b. Violation of applicable laws or policies governing possession and use of alcoholic beverages or drugs, including the Drug-Free Workplace Act, SBHE Policy 615 or applicable DCB policy are prohibited.

c. Likewise, sexual or other harassment (including actions contributing to a hostile work environment) in violation of federal or state law, SBHE Policy 603.1 or applicable DCB policy is prohibited.

Officer and Employee Code of Conduct-Conflicts of Interest
All employees are expected to perform their duties conscientiously, honestly, and in accordance with the best interests of DCB and the NDUS.

a. Employees shall comply with applicable federal and state laws.

b. Employees may not unlawfully use their position, or the knowledge gained as a result of their position for private or personal advantage.

c. All employees are responsible for their own actions. Any individual who has concerns or questions regarding a perceived or potential conflict or regarding application or interpretation of federal or state law or SBHE policy is encouraged to communicate with their supervisor or NDUS legal counsel. DCB provides a Notification of Business Interest disclosure form on the website to communicate any conflicts.

Outside Activities and Employment
All employees share responsibility for positive public relations, especially at the community level. Their readiness to help with charitable, educational, and civic activities brings credit to DCB and the NDUS.

a. However, all employees must comply with applicable federal and state laws, and policies in Section 611.5 of the SBHE manual and related DCB policies.

b. At all times, employees shall avoid outside activities that create an excessive demand upon their time and attention, thus depriving DCB of their best efforts in fulfilling their job duties or that create a conflict of interest, or an obligation, interest, or distraction, that interferes with the independent exercise of judgment in the best interest of DCB.

Relationships with Clients and Suppliers; Conflicts of Interest

a. All DCB employees will comply with NDUS policy in compliance with SBHE 308.1 for payroll and tax purposes but may have other full or part-time employment and other professional civic and personal responsibilities and activities in addition to their part-time service as DCB employees. Nevertheless, DCB employees must be familiar with and comply with applicable laws governing conflict of interest that apply the DCB and should strive to avoid other activities that create an obligation, interest or distraction that interferes with the independent exercise of judgment in the best interest of DCB.

b. Employees should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with DCB or any NDUS institution, or that provides goods or services to the NDUS, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties.

Gifts, Entertainment and Favors; Kickbacks and Secret Commissions
Associated with SBHE 308.1 employees may accept only *de minimus* contributions, such as the purchase of a meal at reasonable value as part of a conference or other event with no conditions attached to such purchase and as permitted under applicable federal and state laws.

a. Employees may not accept entertainment, gifts, or personal favors that could influence, or appear to influence, decisions for any person or organization with whom or with which DCB or NDUS has, or is likely to have, business dealings.

b. Employees may not accept any other preferential treatment under circumstances that because of their position with DCB, the preferential treatment may influence or be perceived as influencing their official conduct.

c. Employees may not receive payment or compensation of any kind from any source for DCB duties and responsibilities, except as authorized under applicable law or NDUS pay policies. Specifically, the acceptance of kickbacks or commissions in any form from vendors, suppliers or others is prohibited.

DCB Funds and Other Assets

a. Employees who have access to DCB funds and other assets in any form shall follow the prescribed procedures for recording, handling, and protecting money and other assets as detailed in applicable procedure manuals or other explanatory materials.

b. Any person who has information concerning possible fraud or dishonesty shall immediately report such information to their supervisor, Campus Dean, or NDUS Fraud & Compliance Hotline 833-210-3961

c. Employees responsible for spending or approving expenditure of DCB funds or incurring any reimbursable expenses shall comply with all applicable laws and policies and use good judgment on behalf of DCB to ensure that good value is received for every expenditure.

d. DCB funds and all other assets are for DCB purposes only and not for personal use or benefit. DCB or other public equipment, supplies and other property or assets may not be used for private or personal use, except as authorized under SBHE Policy 611.5 or other applicable law or policy.

DCB Records and Communications
Records of all business transactions at DCB must always reflect accurate and timely information.

a. DCB books and records must reflect an accurate and timely manner all business transactions.

b. The employees responsible for accounting and recordkeeping shall fully disclose and record all assets and liabilities and exercise diligence in enforcing these requirements.

c. Employees shall not make or engage in any false record or communication of any kind, whether internal or external, including, false expense, attendance, enrollment, financial, or similar reports and statements, false advertising, deceptive marketing practices, or other misleading representations.

Dealing with Outside People and Organizations
Employees shall separate their personal roles from their DCB professional positions when communicating on matters not involving DCB and NDUS business.

a. Employees may not use DCB identification, stationery, supplies, and equipment for personal or political matters.

b. When communicating publicly on matters that involve DCB business, employees may not represent that they speak for DCB unless that is one of their duties or they are otherwise authorized to do so.

c. When dealing with anyone outside the DCB, including public officials, employees shall not compromise the integrity or damage the reputation of DCB and the NDUS.

Prompt Communications
In all matters involving communication with DCB students, customers, suppliers, government authorities, the public and others, employees must make complete, accurate, and timely communications and respond promptly and courteously to all proper requests for information and complaints.

Privacy, Confidentiality and Open Records
Employees shall comply with applicable laws, regulations and SBHE policies concerning privacy, confidential records, access to open records and records retention.

Reporting Suspected Violations; Procedures for Investigating Reports
All employees are required to report, orally or in writing, suspected violations of SBHE, NDUS, or institution policy or procedure, or suspected violations of any other applicable federal or state law, regulation, or rule. Such reports may be made to DCB supervisor, Campus Dean or the NDUS Fraud & Compliance Hotline 833-210-3961. Such reports, if made in good faith, shall be made without fear of reprisal or retaliation, regardless of whether he or she names or describes this policy in the report. No DCB employee may prevent or interfere with the right of another DCB employee to make a report under this policy, Policy 308.1 or Policy 611.10.

a. Employees shall report suspected violations of this Code to their supervisor, Campus Dean, or NDUS Fraud & Compliance Hotline 833-210-3961 pursuant to policy 308.2. Any employee who makes a report in good faith shall be protected.

b. DCB maintains a fraud hotline and suspected violations may be reported by use of that hotline- NDUS Fraud & Compliance Hotline 833-210-3961

c. Alleged violations of this Code of Conduct shall be investigated by the Campus Dean or other person designated by them and/or NDUS legal counsel.

d. All employees shall cooperate in investigations of alleged violations.

e. A violation of this Code of Conduct is cause for other disciplinary action or dismissal or, in addition to any criminal or other civil sanctions that apply.

Employee Review and Certification

a. Review of this Code of Conduct shall be part of each new employee's orientation or training.

b. Benefited employees shall annually complete the NDUS Theft, Fraud, Code of Conduct training.