

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6032

Controlled Substance-Free and Alcohol-Free Workplace Policy

Date Adopted: 1 April 1993

Date Revised: 30 May 2015

Date Reviewed: 11 August 2017

References: Chapter 2, Human Resources Manual, August 30, 2017

Key Terms You Need to Know

- **Code of Ethics** – description of ethical and expected behavior and conduct while as an employee at the college expressed in Board Policy No. 6029.
- **Code of Conduct** – expected level of professional behavior of a college employee, including compliance with established policies, procedures, and the Code of Ethics.
- **False Allegation-** a written report of untruthful statements purposefully accusing another employee of misconduct or violation of the code of ethics policy or other policies or procedures of the college. Such a false report is a violation of college policies and will be addressed as a disciplinary matter.
- **Report Violation**– a written report prepared by an employee reporting another employee of breaching the code of ethics and related college policies or procedures.

Frequently Asked Questions	
✓ Where do I report a violation of code of ethics, policies, and procedures?	✓ You may report to one of these individuals: employee’s supervisor, department head or the president.
✓ When can I report a violation of code of ethics, policies, or procedures?	✓ As soon as you can, preferably the day you witnessed such an act or become aware of an act.
✓ Will I be punished if I report a violation?	✓ No. However, if you lie or falsely accuse another employee on purpose, you may be disciplined.
✓ Can I use the process described in this section to report violation of Board of Policy No. 6002 Academic Freedom?	✓ Yes
✓ Can I use the procedures described in this section to report violation of Board Policy No. 6024 Nepotism and Board Policy No. 6022 Employee Organization?	✓ Yes

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Process for Reporting Violations of Policies, Procedures and Acceptable Code of Ethics and Conduct

When an employee observes a violation of the Code of Ethics or college policies and procedures, he or she shall report the violation in writing to one of these individuals as soon as possible:

- ✓ the employee's supervisor;
- ✓ the department head;
- ✓ the president.

When filing such a report, make sure these items are included;

- ✓ Date (s) and time (s) of violation;
- ✓ Name of violator (s);
- ✓ Place violation took place;
- ✓ Brief description of the action carried out (by the violator);
- ✓ Indicate whether the author of the report will be named or remain anonymous.

Please note that if you wish to remain anonymous, it may be difficult to apply disciplinary action against an alleged perpetrator.

Once the report is received, the review process will follow the chart below. Notice and issuance of disciplinary action will follow the same procedures under Termination and Disciplinary Action section. An employee receiving such discipline has the option to grieve using Board Policy No. 6021.

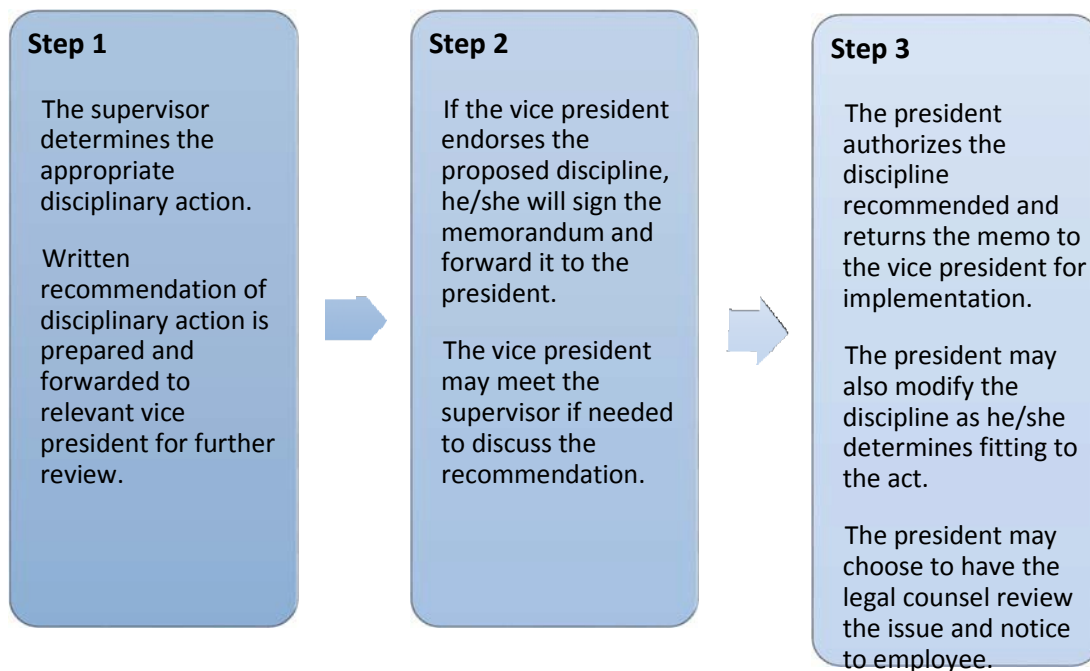


Figure 17.1. The Process for Employee Disciplinary Action

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When an Allegation of Violation Proves False

When a complaint or report of a Code of Ethics or conduct violation is found to be false or brought for the sole purpose of vexation, the president or designee will impose appropriate discipline. The notice and issuance of disciplinary action will follow the same procedures under Termination and Disciplinary Action section. The disciplined employee has the option to grieve such discipline using Board Policy No. 6021.

See Board Policy 6032.