

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2XXX.A**

Workplace Conduct and Professional Expectations Agreement

Employee Name: _____

Position Title: _____

Department: _____

Date: _____

Purpose

This agreement formalizes Southern West Virginia Community and Technical College's expectations that all employees conduct themselves with neutrality, impartiality, and professionalism, in accordance with SCP-2XXX Anti-Nepotism Policy, the West Virginia Governmental Ethics Act (W. Va. Code § 6B), and other applicable laws and policies.

Expectations

As an employee of the College, I acknowledge and agree to the following:

1. Neutrality and Impartiality

- I will perform all duties in a fair and objective manner, avoiding favoritism or conflicts of interest, especially in relation to personal relationships or relatives as defined by policy.
- I understand the importance of recusal from decisions when impartiality could be compromised due to familial or personal relationships.

2. Professionalism

- I will demonstrate respect, courtesy, and ethical behavior in all interactions, both with colleagues and students.
- I will uphold the standards of professional conduct expected by the College, including accountability, integrity, and cooperation.

3. Compliance with Policy and Ethics Act

- I have read and understand SCP-2XXX Anti-Nepotism Policy and agree to comply with its provisions.
- I understand my duty to disclose any personal or familial relationships to Human Resources, per Sections 4.1 and 4.4 of the policy.
- I recognize that violations, including failure to disclose, may result in investigation and disciplinary action under Section 4.8 of the policy.

4. Conflict of Interest Mitigation

- If my role involves working with a relative or household member, I will cooperate with enhanced oversight and procedural safeguards, as described in Section 4.5.
- I understand that HR may implement measures such as reassignment or revised reporting structures to ensure compliance.

5. Reporting and Accountability

- I understand my obligation to report any suspected or actual violations of the policy to Human Resources.
- I acknowledge that all reports will be reviewed impartially and in a timely manner, and retaliation against reporters is prohibited.
- I accept that failure to follow these expectations may result in corrective action or termination, consistent with Section 4.8 of the policy.

Acknowledgment and Signature

I have read, understand, and agree to comply with the expectations set forth in this Workplace Conduct and Professional Expectations Agreement. I affirm my responsibility to act in accordance with institutional policy, legal requirements, and ethical standards.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

HR Representative Signature: _____ Date: _____