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2.1 Professional Conduct

Saint Mary's College of California

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2.1 Professional Conduct

2.1.1 Courtesy and Civility

Each employee is likely to be perceived as a representative of Saint Mary's College when interacting with co-workers, students or the public; the public forms impressions of the College based on their contacts with College employees. Accordingly, courtesy towards the public (visitors, parents, etc.), toward all members of the College community and to citizens of the surrounding towns is of the utmost importance. Not only does a positive, pleasant attitude make the time spent at the College more meaningful and foster a better working and learning environment for everyone, it also provides the opportunity to put forward a positive impression on people inside and outside the College community.

2.1.2 Support of the College Values and Respect for College Property

Employees are expected to be familiar with the College values and mission, and are expected to promote and support those values and interests by adhering to the College policies and procedures and by safeguarding the College image and physical and intellectual property. Violations of College policies, misuse of the College services or resources, misuse of the College seal or name and misuse of or intentional damage to the College assets or personal, real or intellectual property is prohibited.