

COLLEEN O'HARA'S BEAUTY ACADEMY CODE OF CONDUCT



Introduction

Business Conduct

Financial and Student Records

Confidentiality

Colleen O'Hara's Beauty Academy Property

Workplace Environment

Contact with the Government

Gifts and Gratuities

Nepotism

Equal Employment, Harassment/Discrimination and Related Laws and Regulations

Drug and Weapon Free Workplace

Introduction

All faculty members, employees, learners, agents and other personnel at Colleen O'Hara's Beauty Academy must read and follow the rules of the Code of Conduct so that Colleen O'Hara's Beauty Academy can better ensure that its actions do not violate any laws or regulations. If you violate any of these rules, you will be disciplined, which may include immediate job termination.

If you believe that any other person is violating any of these rules of the Code of Conduct, you must tell your department administrator. There will be no retaliation against anyone who makes a report in good faith. On the other hand, if you fail to report a violation of the Code of Conduct that you know about, you will be disciplined, which may include immediate job termination. These rules cannot, nor are they intended to, cover every situation that you may encounter. When the best course of action is unclear, you must inform your department administrator of the situation.

When applying these rules of the Code of Conduct, keep foremost in mind that Colleen O'Hara's Beauty Academy is guided at all times by the values of integrity, compassion and respect for the dignity of every person. Colleen O'Hara's Beauty Academy's mission is to provide quality training for successful employment through education, research, and public service. Colleen O'Hara's Beauty Academy pursues this mission by sustaining excellence in educating their faculty members, employees, learners, agents and other personnel; by maintaining the highest level of integrity in all communication and image as it relates to Colleen O'Hara's Beauty Academy; by practicing dignity, respect, humility, and justice at all times.

Business Conduct

Follow all commitments of Colleen O'Hara's Beauty Academy's Mission Statement and use good judgment and high ethical standards in the performance of your job responsibilities. Be honest with all people inside and outside Colleen O'Hara's Beauty Academy. Never be dishonest. Do not engage in outside business activities while at work.

Financial and Student Records

Make sure all financial and student records for which you are responsible are accurate and maintained as required by federal and state law. Never make unauthorized changes in financial and student records. Never destroy, alter or throw away documents that have been requested or are likely to be requested by any government agency.

Confidentiality

Keep confidential any information you receive about Colleen O'Hara's Beauty Academy. Only discuss that information with Colleen O'Hara's Beauty Academy personnel who have a "need to know." If anyone outside Colleen O'Hara's Beauty Academy asks you to give them information about Colleen O'Hara's Beauty Academy, report immediately that request to your department administrator. Maintain confidentiality even after you stop working for Colleen O'Hara's Beauty Academy.

Never discuss or disclose confidential information about Colleen O'Hara's Beauty Academy. Never use confidential information for your own benefit.

Colleen O'Hara's Beauty Academy Property

Use Colleen O'Hara's Beauty Academy property for business purposes only. Return to Colleen O'Hara's Beauty Academy any equipment you take off site for business reasons.

Workplace Environment

Respect all Colleen O'Hara's Beauty Academy personnel, students and associates. Do your part to make this a healthy, friendly and cooperative workplace environment. Maintain a safe and healthful work area. Report immediately any unsafe or hazardous working conditions, to your department manager.

Contact with the Government

It is the policy of Colleen O'Hara's Beauty Academy to comply fully with all state and federal laws and regulations. Colleen O'Hara's Beauty Academy will cooperate with any reasonable request for information from any governmental entity. In doing so, it is essential that the legal rights of Colleen O'Hara's Beauty Academy and its personnel are protected. If you receive an inquiry from a government investigator, whether oral or written, including but not limited to a subpoena, a search warrant, or other legal document regarding Colleen O'Hara's Beauty Academy's business, whether at home or in the workplace, Colleen O'Hara's Beauty Academy requests that you immediately notify your department administrator. The law guarantees all of us a right to be represented by legal counsel during any investigation or inquiry by any governmental agency. In view of the extremely technical nature of these investigations, we believe that Colleen O'Hara's Beauty Academy itself should be represented and that you should at least be made aware of the opportunity for personal representation.

Gifts and Gratuities

External constituents sometimes offer gifts, also referred to as gratuities, in an attempt to influence an employee's conduct in relationship to the gift giver. In order to avoid a conflict of interest or the appearance of a conflict of interest, at no time should an employee solicit or accept gifts from a vendor or contractor or from a potential vendor or contractor. No gift can be accepted by College employees, and should be returned immediately to the donor. Acceptance of social invitations from individuals doing business with, or seeking to do business with, Colleen O'Hara's Beauty Academy when such invitations can be construed as an intention to influence an employee's decision, and the cost to the host of such entertainment would appear to be excessive, is prohibited.

Gifts of money to an employee in any amount cannot be accepted at any time and should be returned immediately to the donor. Gifts which are promotional items without significant value, and which are distributed routinely by a vendor to clients, are acceptable.

Nepotism

Members of immediate families and other relatives of Colleen O'Hara's Beauty Academy faculty and staff may be employed in any department within the College. However, related persons shall not be employed in a situation where one relative exercises either direct or indirect supervision over the other, including student employment. If such a supervisory relationship is deemed a distinct advantage to the College, the employment of the individual in question must be requested in writing to the line executive and approved in writing by the President in for Human Resources.

Equal Employment, Harassment/Discrimination and Related Laws and Regulations

Colleen O'Hara's Beauty Academy is committed to a work environment free of harassment and disruptive behavior, and to providing an equal opportunity work environment where every member of the Colleen O'Hara's Beauty Academy community is treated with fairness, dignity and respect. No one shall discriminate against any individual on the basis of race, color, religion, sex, age, disability, national origin, sexual preference or any other factor prohibited by law.

The Colleen O'Hara's Beauty Academy policy against harassment, including sexual harassment, discourages consensual sexual relationships between supervisors and employees and expressly forbids such relationships between a member of the faculty or staff and a student.

Drug and Weapon Free Workplace

The unlawful possession of a weapon or the unlawful manufacture, distribution, possession or use of a controlled substance in or on any premises or property owned or controlled by the Colleen O'Hara's Beauty Academy is prohibited. Any member of the Colleen O'Hara's Beauty Academy who is found guilty or has a sentence, fine or other criminal penalty imposed by a court for any offense involving a weapon or a controlled substance that occurred in or on Colleen O'Hara's Beauty Academy property shall report such action to his or her supervisor within five days of the finding.

Any member of the Colleen O'Hara's Beauty Academy who unlawfully manufactures, sells, distributes, possesses or uses a controlled substance on Colleen O'Hara's Beauty Academy property, regardless of whether such activity results in the imposition of a penalty under a criminal statute, will be subject to disciplinary action, including dismissal from employment, or may be required to participate satisfactorily in an approved drug assistance or rehabilitation program or both.