



Mitchell Technical Institute POLICY

Category	Approval		
Series 700: Personnel	Effective	Administration	Board
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	6/26/17		2021

PRIVATE ENTERPRISE ACCEPTABLE CONDUCT

MTI 751

As a publicly-funded institution that produces a trained workforce for industry, MTI must maintain a relationship with business and industry that is built upon trust. Not only does MTI depend upon industry to guide the institution in fulfilling its mission through the use of advisory boards, but MTI also depends upon industry for donations of money, time and materials to support its programs and recruiting efforts. It is, therefore, imperative that all members of the faculty and staff strictly adhere to a code of ethics and conduct in both their professional and personal lives that fosters the trust required to maintain needed relationships with industry.

Because many of the permanent staff of MTI are not employed for a standard, 12-month annual period, many have picked up extra work or maintain their own businesses to supplement their incomes and make best use of available time. MTI has, on occasion, been taken to task as an institution for “allowing” one of its employees to compete with the very businesses that support MTI. Charges have also been leveled at MTI alleging that employees use students for “cheap labor” and/or use MTI’s publicly-funded tools and certifications on outside jobs which make these employees’ businesses unfairly competitive. Regardless of the truth behind these charges, whenever an employee of MTI competes with a business, there is an opportunity for perception of unfair competition. More importantly, there almost always is damage done to the relationship between industry and MTI.

While MTI will not try to stop employees from supplementing their incomes by starting side businesses or by performing work for other businesses – indeed, MTI actually encourages employees to maintain their skills and proficiency through active participation in industry –, Mitchell Technical Institute insists that the conduct of the employee during non-working hours, to include non-contract months such as during the summer, be subject to a defined “Private Enterprise Acceptable Conduct” policy so that there are no occurrences of conduct which work against building relationships with industry or give the appearance of a conflict of interest. Adherence to this policy is a condition of employment at MTI, and those violating this policy may be disciplined to include dismissal from employment.

The following defines the acceptable conduct for outside employment for all employees:

- No employee shall employ or use the services of a student for the employee’s private business activities. This shall apply during the period when the student is a registered student at MTI, as well as during the summers or off-periods when the student is between years or semesters at MTI and is expected to return.
- Employees shall not use any vehicles, tools, equipment, materials or certifications in their businesses or outside employment that belong to MTI or, in the case of certifications, were sponsored or paid for by MTI. An exception to this policy may be made if the employee is working for a benefactor of MTI or is employed in a manner that benefits MTI. In such cases, a

request to use MTI assets must receive prior approval, in writing, from the President or the Vice President.

- Employees will not engage in any business activities where they solicit or sell to MTI students and cause an appearance of conflict of interest. This does not, however, mean that a student cannot approach an employee's off-site business of his or her own free will and do business with that employee. It is important in such cases, however, never to link the business transaction or relationship to the student's status as an MTI student.
- No private business shall be conducted during work hours, nor shall private business be conducted using an MTI phone, computer or e-mail account. (See Policy MTI 744 "Appropriate Use of Information Technology Resources.")
- Employees of MTI will not engage in or have financial interest, directly or indirectly, in any activity that conflicts (or raises a reasonable question of conflict) with their duties and responsibilities at MTI or that competes, directly or indirectly, with services offered by MTI.