



# POLICY

Category	Approval		
Series 700: Personnel	Effective	Administration	Board
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## **PRIVATE ENTERPRISE ACCEPTABLE CONDUCT**

**MTC 751**

As a publicly-funded institution that produces a trained workforce for industry, Mitchell Technical College must maintain a relationship with business and industry that is built upon trust. Not only does MTC depend upon industry to guide the institution in fulfilling its mission through the use of advisory boards, but MTC 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 MTC 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. MTC has, on occasion, been taken to task as an institution for “allowing” one of its employees to compete with the very businesses that support MTC. Charges have also been leveled at MTC alleging that employees use students for “cheap labor” and/or use MTC’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 Mitchell Technical College 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 the College.

While the College will not try to stop employees from supplementing their incomes by starting side businesses or by performing work for other businesses – indeed, MTC actually encourages employees to maintain their skills and proficiency through active participation in industry –, Mitchell Technical College 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 MTC, 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 MTC, as well as during the summers or off-periods when the student is between years or semesters at MTC 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 MTC or, in the case of certifications, were sponsored or paid for by MTC. An exception to this policy may be made if the employee is working for a benefactor of MTC or is employed in a manner that benefits MTC. In such cases, a

request to use MTC 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 MTC 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 MTC student.
- No private business shall be conducted during work hours, nor shall private business be conducted using an MTC phone, computer, or e-mail account. (See Policy MTC 744 "Appropriate Use of Information Technology Resources.")
- Employees of MTC 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 MTC or that competes, directly or indirectly, with services offered by MTC.