

INSTITUTE FOR CONTINUED LEARNING

Code of Conduct

Statement of Principle

We, the undersigned, hereby affirm the following core values of ICL:

All those associated with ICL, and with Dixie State University generally, shall be treated with respect;

All those associated with ICL shall find the work and instructional environments to be safe;

All ICL instruction shall be provided in the best interests of the members.

It follows that:

Punctuality, willingness to be of service, courtesy, cooperation and other acceptable standards of behaviour must be observed at all times.

All those associated with ICL must be honest, demonstrating integrity both in their classroom and personal dealings.

Members must recognize that instructors are volunteers and place reasonable limits on the demands they make of their instructors' time.

ICL recognizes that the personal life of any person associated with the organization is not an appropriate concern of ICL, provided it does not affect the person's effectiveness in fulfilling his/her obligations to ICL or his/her ability to meet the standards of this Code.

Article 1: Definitions

The phrase "those associated with ICL" or "person associated with ICL" shall include: instructors, office volunteers, paid staff, elected officers, Council members, committee chairs and committee members, members and prospective members, and any persons invited to make a presentation or otherwise participate in an ICL class.

"Course" shall refer to all ICL courses, whether conducted in a classroom or in another environment.

"Instruction" or "instructional" shall refer to all activities that take place in connection with any course that appears in the ICL Course Catalogue or that has been approved by the ICL Council.

“ICL activities” shall refer to all activities of the organization, including but not necessarily limited to instruction, field trips, social events, governance, and office operations.

Article 2: Discrimination

ICL is committed to assuring that those associated with ICL shall not be subjected to unlawful discrimination because of race, ethnicity, religion, gender, color, national origin, sexual orientation, national origin, age, disability, veteran status, or otherwise as protected by law.

Article 3: Harassment

No person associated with ICL may engage in conduct which creates a hostile work or learning environment for others associated with ICL, or with Dixie State University, while acting in his or her ICL capacity.

Any conduct that has the purpose or effect of unreasonably interfering with an individual's performance of any ICL or College activity, or of creating an intimidating or offensive environment for any ICL or College activity, shall fall under the meaning of this Article.

Sexual harassment is defined as the following:

Unwelcome sexual advances of whatever nature, whether within the context of ICL activities or outside, when such advances occur as a direct result of the individual's association with ICL, or;

Requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is either an explicit or implicit condition of the status of any person associated with ICL; or;

Submission to or rejection of such conduct by an individual used as a basis for decisions affecting such an individual, e.g., salary increases, or any other decision regarding that individual's status within ICL.

No person associated with ICL may induce or foster a reasonable perception in the mind of any other person associated with ICL that the granting or withholding of tangible benefits associated with ICL activities shall be based on the granting of sexual favors.

Article 4: Disabilities

Disabilities include physical and mental disabilities that substantially limit one or more major life activities as covered and protected by the ADA (Americans with Disabilities Act) and 504 Regulations (Vocational Rehabilitation Act of 1973). Qualified individuals with eligible disabilities must be otherwise qualified for the job or instructional activity they wish to participate in and able to perform essential job or instruction-related functions with or without reasonable accommodation.

ICL shall provide reasonable accommodation to those qualified individuals with a disability who are associated with ICL.

Requests for accommodation should be made in writing to the ICL President. The ICL President will consult with the requesting person regarding eligibility prior to making a recommendation.

Decision for accommodation shall be determined by the ICL Executive Committee, in consultation with the disabled individual, and shall reflect the costs as well as the likely disruption of ICL activities that may result from accommodation.

Article 5: Conflict of Interest

There shall be no conflict of interest between a class instructor or guest speaker and the subject matter or the interest of the members attending the ICL activity in question.

No person associated with ICL is permitted to, or may cause to sell, mention products, services, or recruit in regards to any business activity, during any ICL activity.

It is understood that this policy notwithstanding, class instructors or guest speakers may mention business associations in the context of introducing themselves or of demonstrating their qualifications.

There shall be no solicitation for any purpose, or distribution of literature or other materials, during ICL activities, which is not specifically related to class content, ICL activities, College events, or community events which are non-profit in nature.

Those associated with ICL must not solicit support for any political candidate, issue or referendum during ICL activities.

Any person associated with ICL may express his/her opinions to the media, such as in letters to the editor. But, unless explicit written approval is granted by the Executive Committee, these persons will not identify themselves as spokespersons for ICL.

Without such approval, use of ICL letterhead is also prohibited.

ICL may not carry out any activities not permitted to be carried out a) by a corporation exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1986 or b) by a corporation contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1986.

ICL has a zero tolerance position on this issue. Any infraction may result in forfeiture of the privilege of association with ICL.

Article 6: Observance of the Stated Curriculum

All ICL instructors shall teach material substantially as described in the course description published by ICL at the beginning of each year.

All courses shall be taught in the location and at the time advertised by ICL, unless a change is approved by the Executive Committee.

All classes shall begin on the date specified in the ICL calendar, unless a change is approved by the Executive Committee.

Unnecessary or excessive cancellations of scheduled classes shall not be made.

Article 7: Limitation to Members Registered with ICL

All members in attendance at an ICL class must be registered ICL members in good standing.

Good standing means that all tuition and other costs have been paid and that the student has not been suspended.

Individuals have the right to attend a maximum of two classes (meaning two single lectures) before registering as an ICL member.

After March 1 of each year, individuals may attend ICL classes without limit. Anticipating a decision to register with ICL the following year, they will be sent the appropriate materials during the summer after their attendance.

Article 8: Enforcement Procedures

ICL is dedicated to the use of due process in its enforcement of this Code and to the protection of the legitimate interests and privacy of complainants, alleged offenders and witnesses. All individuals may raise concerns and make reports of harassment without fear of reprisal.

ICL will promptly investigate complaints or allegations of violation of any of the articles of this Code.

Any person associated with ICL, who knows or has reason to know of violations of this Code, is strongly encouraged to bring it to the attention of ICL.

Any person who knows of or has reason to know of a violation shall use the following procedure:

Any complaint must be reported to the ICL President in writing and signed.

Oral complaints and those not signed will not be considered.

If the President is unavailable, or you believe that it would be inappropriate to contact that person, the complaint should be reported to the ICL Past President.

The ICL Council may, from time to time, designate another person to receive a complaint.

If possible, the written statement should include the dates of the alleged violation, the number of times it occurred, an explanation of what happened, whether the alleged violator was told that the conduct was in violation of this Code, and what harm resulted from the alleged violation.

A complaint alleging discrimination or harassment must be filed within 120 calendar days of the date of the last alleged occurrence.

The ICL President, Past President, or designee will investigate complaints.

Every effort will be made to begin investigating complaints within 5 days.

The investigation will include, but is not limited to, interviewing the complaining party, the alleged violator, and any other person as required, to obtain sufficient factual information upon which a determination can be made.

All members of ICL are asked to cooperate with any such investigation.

ICL will protect all victims and witnesses as much as possible. All complaints and investigations will be treated in as confidential a manner as possible. Written statements will be signed, and interviews may be recorded.

If the investigation concludes that a violation has occurred, the President, or Past President, or designee will report his or her findings along with a recommendation to the ICL Executive Committee.

The Executive Committee shall make the decision regarding whether a violation has occurred.

If a violation is found to have occurred, ICL will take prompt remedial measures to immediately end the offending misconduct.

Any person associated with ICL who is found to have violated this Code, will be subject to discipline up to and including immediate severance of his or her relationship with ICL.

The complaining party will be advised of the final disposition of the complaint.

An investigation of formal complaints shall be completed within forty-five (45) days of the filing of the complaint. If for any reason, an extension is necessary, the parties will be notified in writing of the status of the investigation, and the probable date of completion.

Within 10 days following the resolution of a complaint, said resolution may be appealed, in writing, to the Dixie State University Human Resources Director. This person shall conduct a review of the case. He or she will have the option of approving the decision of the Executive Committee, or referring the matter back to the Executive Committee with recommendations.

If the decision is referred back to the Executive Committee, its subsequent decision will be final.

Article 9: Retroactivity

This Code shall not apply to any event occurring prior to its adoption.

November 18, 2010

/s/ Bruce Campbell, ICL

/s/ Steve Bringham, DSC