

SECTION IX: COLLEGE BUSINESS

Policy 9 – 01: PURCHASING POLICY

A purchase requisition must be completed for all purchases, signed by the originator of that requisition and sent to the appropriate staff officer for approval. The senior staff officer will then send the requisition to the appropriate Vice President for approval. If the Vice President approves the requisition, she/he then sends it along to the Chief Financial Office in the Business Office, who either signs or rejects the purchase requisition after the Staff Associate, Business Services date, stamps, and records the document and gives it to the CFO. The purchase requisition is then passed along to the College President who approves or rejects the purchase requisition; the College President gives the purchase requisition to the Chief Financial Officer, who then processes the purchase requisition and sends it along to the Purchasing Department, Quincy City Hall.

The requisition, when processed, will generate a purchase order, which constitutes the actual order for goods or services. Since this process may take up to two weeks, you should plan ahead to allow sufficient time for your order to be placed. For purchases more than \$5000.00, it is required to obtain price quotes from at least three different vendors to secure the lowest price. For purchases more than \$5,000.00 and less than \$25,000.00, state law requires that the Procurement Officer first seeks written or oral quotations from no fewer than three persons customarily providing such supply or service. The Procurement Officer shall record the names and addresses of all persons from whom quotations were sought, the names of all persons and addresses of all persons submitting quotations and the date and amount of each quotation. The Procurement Officer shall award the contract to the responsible person offering the needed quality of supply or service at the lowest quotation. Procurements of \$25,000.00 or more shall be made pursuant to all applicable public bidding law requirements, including the requirement that such be made pursuant to an Invitation for Bids or Request for Proposals. Consistent with law, the Procurement Officer shall award the contract or bid to the lowest responsible and responsive bidder. All public bidding must be conducted through the College Procurement Officer. For all purchases in the amount of \$5,000.00 or more the Procurement Officer shall maintain a file including a copy of all written documents required by applicable law and College policy.

Purchases will not be approved by the Vice President's Office unless the proper procedures are followed. Ordering goods or services without an approved purchase order is done at the risk of incurring personal expense, violation of this Policy, possible disciplinary action, and possible legal action under Massachusetts General Law Chapter 30B, section 17 for a fine not to exceed \$2,000.00 for each violation and double damages sustained by the College as a result of the violation.

Policy 9 – 02: TUITION REMISSION

I. POLICY:

Quincy College offers the benefit of tuition remission to current employees of Quincy College and their immediate family members. Immediate family members are defined as spouse and children. Qualified employees are defined as:

- a current employee in active status,
- an employee in one of the following categories: professional staff, contract faculty member, employee sub-contracted from QPS, and adjunct instructor contracted to teach in the current semester,
- employees working a Regular Part-Time (RPT .5 or greater) position that is categorized as a benefit eligible position.

The College reserves the right to change or modify the tuition benefit policy, eligibility criteria and guidelines, as determined by the college, and may deny an application for request of the tuition Remission benefit as detailed below:

- With the exception of Computer classes, remissions are granted by the President or President's designee once enrollment in a class exceeds eight.
- Request for tuition remission from first timers must include a non-refundable admission fee of \$20.00.
- A non-refundable administrative fee of \$20.00 per credit is charged to cover administrative costs. (For a three-credit course it is \$60.00).
- For computer and non-credit courses, the remission is 50% of the tuition.
- Tuition remission is not available for Allied Health programs, online Gatlin courses and Science Lab courses.
- Requests for remission for four or more courses must accompany a request for financial aid (FAFSA must be filled out) and EFC on the approval form.
- Requests for remission for a computer course is only approved if the number of students are eight, without reaching capacity, by the first day of the class.
- Adjunct instructors are eligible for these benefits after a year of teaching in QC (fall, spring, summer in any order). After one year, they may apply for tuition remission during each semester, in which they receive a contract for at least one three-credit course.
- Limited Part Time Regular employees (LPT Less than .5 regularly scheduled hours) are eligible for employee tuition remission benefit only.
- Only one person, per semester per family, may benefit from this policy for a full-time load.
- A minimum GPA of 2.0 must be maintained to qualify for this remission in next semester.
- If the student withdraws from a class, he/she must pay 50% tuition for dropped courses in order to be eligible for remission during next semester. In the absence of special circumstances, no more than 2 students, with tuition remission, may be allowed in each section. In case there are more requests, the date of request will determine the priority.

II. PROCEDURE:

The request for tuition remission must be made on specific forms available in the President's office. A QC admission and registration form and the required fee in the form of a check or CC must accompany the request. If a student chooses, he/she may register earlier to get a spot by paying full fee and then applying for a refund.

Policy 9 – 03: EMPLOYMENT OF RELATIVES

At Quincy College, we expect all employees to maintain the highest standards of personal integrity, fairness, and good judgment. For these reasons, relatives, spouses, or others having a close relationship may not be employed by the College in a position that results in either an employee being supervised by, or reporting to, a relative or person with a comparable close relationship. The College will make an effort to assign qualified employees to another department or location to avoid having to terminate employment due to an existing close relationship. Notwithstanding the provisions set forth above, the College and its employees and officers shall conduct themselves, at all times, in a manner consistent with the requirements of the Commonwealth's ethics laws, rules and regulations.

Policy 9 – 04: TRAVEL/PROFESSIONAL DEVELOPMENT POLICY (NON-FOUNDATION)

General:

Usually Quincy College business is conducted locally or on telephones. Sometimes overnight or out-of-state, travel is required, which materially or academically enrich and benefit the institution. Quincy College has limited funds for Professional Development and this policy would support a broad-based equitable distribution of these funds. This travel policy provides for necessary and reasonable travel expenses incurred for authorized College business including participation in annual meetings of the professional association and meetings for professional development as approved by the President.

Scope:

These guidelines apply to all travel/professional development expenses excluding Quincy College Foundation expenditure. No travel or professional development expenses for Quincy College employees shall be funded by Quincy College Foundation or any other such organizations.

Purpose:

- These guidelines will provide guidance to travelers, approvers and auditors,
- Will define the responsibility and accountability of the traveler and the authorizer,
- Define the consequence of not adhering to the guidelines, and
- Set rates for reimbursement for mileage, accommodations and meals per diem for employees and Governors.

Authorization:

- All overnight and out-of-state travel requires prior approval of the President.
- Requests for approval must be submitted on the form attached herewith.
- Presentation at overnight or out-of-state travel must have prior approval from the appropriate supervisor/Dean/VP.
- A report relative to presentation/workshop attended must be submitted within three weeks of returning to the Supervisor.
- No more than two persons will be authorized to attend the same conference at the same time, unless otherwise approved by the President.
- The traveler has the responsibility to act prudently and incur expenses that are necessary, appropriate, and reasonable. Travel arrangements should use the most cost-efficient means available.
- Authority and responsibility for approval rests with the supervisor. Employees may not authorize travel or approve travel expenses for themselves.
- Written information about out-of-state travel by the President must be sent to the Chair of the Board of Governors.
- Travelers are liable for overpayment that may be discovered in a post-audit review.
- Discovery of fraudulent practice by travelers while on authorized College business is cause for dismissal as well as other consequences that may be determined.

Reimbursement:

In order to secure reimbursement, the traveler must submit following documentation:

- A Quincy College Travel/Professional Development Expense Reimbursement Form (Non-Foundation) specifying the details of the trip, and including the name, address, and Social Security Number of the employee. The employee must sign the invoice in ink.
- A copy of the approved travel request.
- A certification under the pains and penalties of perjury that expenses were not for wines, liquors, cigars or other services.
- All original receipts with requested reimbursement must be submitted to the Accounts Payable Department within seven business days of return from travel. Original receipts should be placed and taped onto a blank sheet of paper for ease in copying.
- Reimbursement cannot exceed the amount authorized by the President.

Allowable expenses:

- College will reimburse economy class, non-refundable commercial carrier charges. Traveler should be booking flights on the basis of best prices rather than trying to earn frequent flyer miles or points.
- College will reimburse conference discount rate for hotel charges unless otherwise approved by the President. Other hotel accommodations will only be approved if charges are at par or below the conference hotel rate.
- Meals will be reimbursed per diem with a daily maximum of \$50.00. Receipts are not required. There is no reimbursement for alcohol or tobacco items.
- Charge claims for taxi will only be allowed if there are no services offered by the hotel and supported by original receipts.
- Travel for automobile will be reimbursed at the IRS rates in effect. As of September 2005 the rate is 40.5 cents.
- Tolls and parking charges must be supported by original receipts.
- Conference registration fee.
- Telephone charges, which are necessary to conduct Quincy College business, must have original receipts.

Exception:

All out-of- New England Travel Requests amounting to one-thousand dollars (\$1,000.00) and more, must first be approved by the Board of Governors.

Policy 9 - 04 A: RECRUITMENT EXPENSES

In case a decision is made by the Hiring Committee to invite a candidate for a final interview for an Executive position (Dean and above), Quincy College will reimburse the candidate for up to \$500 in actual travel and accommodation expenses. This stipend will only be available to candidates who are coming from outside the New England states. The candidate will have to provide the actual hotel and airline receipts. If the candidate is traveling by his/her car, the reimbursement will be as per state approved mileage.

Policy 9 – 05: COMMUNITY USE OF FACILITIES

Classrooms may be used for a meeting or other group activity. Rooms must be reserved in advance through Enrollment Services.

There are certain rules of courtesy to be maintained as regards leaving the classroom in satisfactory condition for the next person, specifically:

1. Blackboards and marker boards should be erased.
2. If chairs have been rearranged for the meeting, they should be restored to their original position.
3. If chairs have been borrowed from another room to accommodate a large group, these borrowed chairs should be returned to their original room so the classroom does not experience a chair shortage.
4. Food and drink are not permitted in classrooms under any circumstances.

Policy 9 – 06: Internet Acceptable Use Policy

PURPOSE

Quincy College provides Internet access to students, faculty, staff, and administration as part of its educational mission. When the Internet is used appropriately, it can provide a wealth of information and resources to supplement classroom learning. Using the Internet can also be dangerous, especially for students that use it without supervision. The College wants to help increase the safety of all students that use the College's Internet resources, and will monitor the use of the College's computers, wherever possible, for compliance with this policy. To help improve safety, the College has adopted this Internet Acceptable Use Policy.

The policy applies to the use of the Internet via the College's computers or Internet services. When using the Internet via the College's computers or Internet services, users must follow the rules of this policy. Remember that the "Internet" includes e-mail, chat rooms, the World Wide Web, instant messaging, and other forms of communication accessed via the Internet.

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value. Quincy College has taken precautions to restrict access to controversial materials. However, it is impossible to control all materials and an industrious user may discover controversial information. We at Quincy College firmly believe that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the College.

The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that users may become aware of the responsibilities they are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If a Quincy College user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

The purpose of the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. Acceptable use of the Internet is defined by the following:

BE COURTEOUS AND POLITE WHEN USING THE INTERNET.

Do not do or say things on the Internet that would not be said or done to someone in person. Be polite in the messages that are sent via the Internet. Don't use swear words, vulgarities, obscenities, or threatening language. Be courteous to other users. Don't use the Internet to send harmful or offensive material that is based on stereotypes relating to sexual orientation, religion, nationality, ethnicity, gender, or race.

ONLY USE THE INTERNET FOR EDUCATIONAL PURPOSES.

Students should use the Internet to learn more about classroom topics, complete classroom projects, and to do homework. The College recognizes that some personal use is inevitable, and that occasional personal use that is brief in duration or infrequent is permitted, so long as it does not interfere with College business, occurs on personal time, and is not otherwise prohibited by College policies and procedures. If there is a question about whether the use of the Internet is appropriate, ask the teacher or another person at the school designated to help decide whether a particular Internet use is appropriate.

DO NOT USE THE INTERNET FOR INAPPROPRIATE PURPOSES.

The following inappropriate activities could endanger the safety of students using the Internet. For this reason, the College specifically prohibits the following activities when using the Internet.

- *Engaging in Illegal Activities.*
Don't use the Internet for indecent, illegal, or harassing purposes. For instance, do not use the Internet to sell or buy firearms, drugs, or any other object or substance that is prohibited on school grounds. Don't view materials or send messages that encourage people to violate the law. Do not use the Internet to send or transmit materials that encourage illegal activities. Don't use the Internet to download or send confidential or copyrighted materials (pictures, music, or movies that are copyrighted).
- *Sending Harmful Messages or Materials.*
Don't transmit threatening, harassing, or offensive messages over the Internet. This includes posting messages

in newsgroups, chat rooms or forums, and transmitting messages via e-mail or instant messaging.

- *Viewing Inappropriate Materials.*
Don't use the Internet to download, transmit, or view pornographic materials. In addition, do not use the Internet to view, transmit, or download materials that are inappropriate.
- *Uploading Harmful Materials.*
Don't upload a virus, Trojan horse, Worm, or the harmful form of programming or software.
- *Unauthorized Access.*
Don't use the Internet to gain unauthorized access to other information systems, networks, or computers. Don't use another person's password to access the Internet. Don't send messages that mislead or confuse the recipient as to who is sending the message. Don't allow others to use personal passwords.

DO NOT REVEAL PERSONAL INFORMATION VIA THE INTERNET.

Never reveal personal information: home address, telephone number, or Social Security number via the Internet. Don't give last names or any other information that might allow a person to locate users without first asking permission of a teacher, supervisor, or parent. Never arrange to meet someone communicated with on the Internet. Don't reveal personal information about a student or person without the Internet. Don't reveal personal information about a student or person without the permission of that person, or the permission of that person's parents.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a security problem is identified on the Internet, notify a teacher and system administrator, or the Quincy College Internet Coordinator. Don't demonstrate the problem to other users. Don't use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Failure to Comply

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or teacher who receives an account will be part of a discussion with a Quincy College staff member pertaining to the proper use of the network.) The system administrators deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as necessary. The administration, faculty, and staff of Quincy College may request the system administrator to deny, revoke, or suspend specific user accounts.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in the cancellation of privileges.

Monitoring and Filtering

Quincy College may monitor any Internet activity occurring on Quincy College equipment or accounts. If Quincy College discovers activities which do not comply with applicable law or policy, records retrieved may be used to document the wrongful content in accordance with due process. Note that electronic mail (e-mail) is guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.

Disclaimer

Quincy College assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. Quincy College is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

We encourage all users to use Internet access responsibly. For any questions regarding this Internet Acceptable Use Policy, feel free to contact IT at 617-984-1698.

Policy 9 – 07: COLLEGE LOGO, SIGNAGE, NAME AND TRADEMARK

The College’s logo, name, signs and trademarks may not be used by any individual or organization without the written permission of the College President. The only exception to this policy is College employees conducting College business.

Policy 9 – 08: SALES AND SOLICITATIONS

It is the policy of Quincy College not to permit sales of retail items on the College campus. Solicitations may be allowed as long as the items are legal and approved by the College President.

Policy 9 – 09: DISSEMINATION OF INFORMATION

As a public institution, Quincy College abides by the laws and statutes governing release of information. In an effort to promote our mission and to foster a positive community relationship, all inquiries from representatives of the media shall be immediately referred to the President of the College. No College employee is authorized to discuss College business with the media without the President's approval.

The official source of all public relations information about the College is the President's Office. All requests for public relations information should be referred to the President.

All matters concerning job applicants and employees are kept confidential. Requests for information on prospective, current, or former employees should be directed to the Director, Human Resources. This service is maintained for the protection of employees and for compliance with laws pertaining to personal privacy.

Job Applicant Information –

As part of the interview process, confidential application information, such as resumes, application forms, or background investigation information, may be given to Quincy College employees involved in the interviewing process to determine qualifications of a job applicant for the open position. In the event that such a job applicant is offered and accepts employment at Quincy College, copies of the application information will be kept in the personnel file of the applicant selected for the position.

Employment Reference or Other Outside Requests –

Generally, Quincy College provides only limited information to outside business or government entities that request information about employees or former employees. Quincy College provides only limited information to outside business or government entities that request information about employees or former employees. Quincy College will verify information by either confirming or denying the accuracy of the information provided in the following areas:

- Date of Employment,
- Job Title, and
- Current Compensation (if authorized by the employee in writing).

No other information will be volunteered. All requests for information should be directed to the Director, Human Resources.

When an inquiry pursuant to a law or regulation comes from a government agency, Quincy College will comply with the terms of the inquiry and release the information requested or required by law. These inquiries may involve such situations as a police investigation, garnishments, Internal Revenue Services cases, Workers' compensation cases, court subpoenas, etc.

Credit Information –

These requests are normally for credit information relating to an application for a mortgage, a loan, retail credit, or other related credit. Quincy College will honor these requests only upon receipt of written approval for release of such information from the employee.

Policy 9 – 10: USE OF COLLEGE TECHNOLOGY & ASSETS

Personal Use of College Computers –

Quincy College has provided you with computer equipment and software in order to facilitate the execution of your job on behalf of the College. The equipment represents a significant investment by the College and is not intended for personal use.

Employees may not keep personal information in files that are stored on the local disk drives or the College's PCs or other files stored in the network of the College's machines. The prohibition of personal information on College PCs is for the following reasons:

1. The College owns and has access to all of its machines and all of the information stored on them or on a machine connected with them through a network. The College has legitimate reasons for monitoring files stored on our machines or on machines connected with our equipment through a network and we may have occasion to examine them from time to time.
2. The college may make "backups" of information stored on PC's or through a network with the College's machines.
3. The College cannot and does not ensure the privacy or confidentiality of personal information stored on its machines (particularly those connected with the network) or any other machines connected through a network with our machines.
4. Files stored on College computers may, from time to time, be erased (become genuinely unrecoverable) as a result of system maintenance or system failure or for some other reason.

Software Use –

Software provided by the College for management or instructional use by employees may not be duplicated for either College or personal business. Violators will be subject to disciplinary action.

Exceptions to the policy may be granted, with the provisions of the law, by the President of the College.

Voice Mail –

The voice mail system is provided to assist employees with delivering and receiving prompt messages related to business matters. The Quincy College voice mail is to be used in a professional manner that is consistent with Quincy College standards of business conduct and as part of the normal execution of an employee's job responsibilities.

For the Quincy College voice mail system to be used as an effective business communication tool, the following steps are recommended:

1. Update your voice mail greeting on a daily basis, whenever possible.
2. Check your voice mail regularly.
3. Return voice mail calls promptly.
4. Delete old calls from your voice mail system.

When leaving a voice mail message, either on Quincy College's system or when making external business related calls, please keep your voice mail messages professional, clear, and concise.

When used effectively, voice mail can save all parties time by not having to play "phone tag," so always state the reason for your call when you are leaving a voice mail message.

It is always helpful to leave your name and telephone number at the beginning and the end of a voice mail message. Speak slowly and, if necessary, take an extra moment to spell your name. Please remember that voice mail is a form of communication and you are representing the company when leaving messages on any voice mail system and when recording your own voice mail greeting. Do not leave messages that are incomplete, unorganized or otherwise unprofessional.

Mark voice email messages as “urgent” only when a voice mail is urgent. Do not use this feature to move a message to the front of a recipient’s mailbox.

Personal Use of Phones, Fax, Etc. -

College property is to be used by employees for business purposes. Quincy College discourages the use of its telephones, fax machines, mail facilities, and photocopy machines by employees for other than College business.

The use of office supplies for personal use is prohibited. Office supplies are not to be removed from campus. College technology shall not be removed from the College unless prior approval has been obtained from the Vice President of Administration and the Chief Financial Officer.

Technology may be removed for the sole purpose of conducting College business from a location away from the campus.

If the use of College property or supplies is abused, or interferes with your ability to perform your job or anyone else’s ability to perform their job, corrective action will be taken. Such action may result in the need for you to reimburse the College for the cost of using such equipment and/or disciplinary action up to and including termination of employment.

Right to Know & Hazardous Substances –

As required by the Occupational Safety and Health Act of 1970, all employers must furnish to employees a workplace that is free from recognized hazards that are causing or are likely to cause death or serious harm to employees; likewise, employees must comply with all OSHA health standards, rules, regulations and orders issued under the Act that apply to their own actions and conduct on their jobs.

At Quincy College job safety and health protection are important and the company strives to provide a safe workplace for each employee. In return, Quincy College requests that each employee be attentive to his/her work environment and take action to correct any hazardous situation.

Since our facilities are limited to office environments and since we have limited hazardous substances, maintaining a hazardous free workplace requires each employee and management to be more attentive to obstacles that could harm others such as electrical wires, boxes or items in walkways, or equipment that is properly secured or in good working order. If you observe what appears to be a hazardous situation, please report it immediately to your manager or take action to correct the situation provided you are not at risk of being harmed.

Also be aware that as you enter the facilities of our clients and potential customers, you may be asked to wear personal protective equipment, to adhere to certain safety precautions, or to avoid certain areas due to hazardous chemicals or other unsafe conditions. Please be sure to abide by the requests of our clients and potential customers regarding their safety procedures.

If you think you have been exposed to a hazardous substance, immediately seek assistance. Contact your supervisor or a Vice President, or if at a client site, contact the safety manager or other appropriate representative.

Policy 9 – 10A: EMAIL ACCEPTABLE USE POLICY

Electronic mail (E-mail) has become a major means of communications at Quincy College. Email use raises a number of issues including privacy of messages, email address publication, right of discovery, acceptable use, harassment, and storage. However, use of Quincy College's electronic mail systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals of Quincy College. All users must be aware that communicating electronically has legal ramifications, which must be clearly understood, if potential problems are to be avoided.

For the purpose of this policy, email also includes email attachments (documents and graphics, etc.). Quincy College understands that risks for this College in providing user access to email cannot be eliminated but they can be significantly reduced through careful planning and appropriate policies and procedures.

The objectives of this policy are to outline appropriate and inappropriate use of Quincy College's email systems and services in order to minimize disruptions to services and activities, as well as to comply with applicable policies and laws. The College recognizes that principles of academic freedom, freedom of speech, and privacy of information hold important implications for email and email service. The College will not routinely inspect, monitor, or disclose email content without the holder's consent. However, there may be circumstances as in Appendix A under which email may be inspected without the holder's consent.

Scope –

This policy applies to all email systems and services owned by Quincy College, all email account users/holders at Quincy College (both temporary and permanent), and all College email records in the possession of College employees or other email users of the email services provided by the College. This policy applies equally to email headers, summaries, addresses and addressees.

Account Activation/Termination –

Email access at Quincy College is controlled through individual accounts and passwords. Each user of Quincy College's email system is required to read and sign a copy of the Email Acceptable use Policy prior to receiving an email access account and password. It is the responsibility of the employee/students to protect the confidentiality of their account and password information.

All full-time employees of Quincy College are entitled to an email account. Email accounts will be granted to third part non full-time employees on a case-by-case basis. Possible non full-time employees that may be eligible for access include:

- Adjunct faculty
- Full-time degree seeking students

Applications for these temporary accounts must be submitted in writing to the Quincy College IT Department. All terms, conditions, and restrictions governing email use must be in written and signed agreement.

Email access will be terminated when the employee or third part terminates their association with Quincy College, unless other arrangements are made. Quincy College is under no obligation to store or forward the contents of an individual's email inbox/outbox after the term of their employment has ceased.

General Expectations of End Users –

Important official communications are often delivered via email. As a result, employees of Quincy College with email accounts are expected to check their email in a consistent and timely manner so that they are aware of important company announcements and updates, as well as for fulfilling business- and role-oriented tasks.

Email users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must be aware of how to remove himself or herself from the list, and is responsible for doing so in the event that their current email address changes.

Email users are also expected to comply with normal standards of professional and personal courtesy and conduct.

Appropriate Use –

Individuals at Quincy College are encouraged to use email to further the goals and objectives of Quincy College. The types of activities that are encouraged include:

- Communicating with fellow employees, teachers, business partners of Quincy College, and clients/students within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Participating in educational or professional development activities.

Inappropriate Use –

Quincy College's email systems and services are not to be used for purposes that could be reasonably expected to cause excessive strain on systems. Individual email use will not interfere with others' use and enjoyment of Quincy College's email system and services. Email use at Quincy College will comply with all applicable laws, all Quincy College policies, and all Quincy College contracts.

The following activities are deemed inappropriate uses of Quincy College systems and services and are prohibited:

- Use of email for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
- Use of email in any way that violates Quincy College's policies, rules or administrative orders, including, but not limited to, College policies and procedures.
- Viewing, copying, altering, or deletion of email accounts or files belonging to Quincy College or another individual without authorized permissions.
- Sending of unreasonably large email attachments. The total size of an individual email message sent (including attachment) should be one megabyte or less.
- Opening email attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- Sharing email account passwords with another person, or attempting to obtain another person's email account password. Email accounts are only to be used by the registered user.
- Excessive personal use of Quincy College email resources. Quincy College allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a trivial amount of resources. Quincy College prohibits personal use of its email systems and services for unsolicited mass mailings, non-Quincy College commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

Monitoring and Confidentiality –

The email systems and services used at Quincy College are owned by the College, and are therefore its property. This gives Quincy College the right to monitor any and all email traffic passing through its email system. In addition, backup copies of email messages may exist, despite end-user deletion, in compliance with Quincy College's records retention policy. The goals of these backup and archiving procedures are to ensure system reliability and prevent business data loss.

If Quincy College discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, email records may be retrieved and used to document the activity in accordance with due process. All reasonable efforts will be made to notify an employee if his or her email records are to be reviewed. Notification may not be possible, however, if the employee cannot be contacted, as in the case of employee absence due to vacation.

Use extreme caution when communicating confidential or sensitive information via email. Keep in mind that all email messages sent outside of Quincy College become the property of the receiver. A good rule is to not communicate anything that you wouldn't feel comfortable being made public. Demonstrate particular care when using the Reply command during email correspondence.

Reporting Misuse –

Any allegations of misuse should be promptly reported to the IT department. If you receive an offensive email, do not forward, delete, or reply to the message. Instead, report it directly to the individual named above.

Disclaimer –

Quincy College assumes no liability for direct and/or indirect damages arising from the user's use of Quincy College's email system and services. Users are solely responsible for the content they disseminate. Quincy College is not responsible for any third-party claim, demand, or damage arising out of use the Quincy College's email systems or services.

Failure to Comply –

Violations of this policy will be treated like other allegations of wrongdoing at Quincy College. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use on Quincy College's email systems and services may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of email access;
2. Disciplinary action according to applicable Quincy College policies;
3. Termination of employment; and/or
4. Legal action according to applicable laws and contractual agreements.

APPENDIX A

Harassment:

It is a violation of this policy to use email to harass or threaten other students, staff or organizations.

Copyright:

Sending copies of documents in violation of copyright laws, into email communications in violation of copyright laws is prohibited.

Representation:

Email users shall not give the impression that they are representing, giving opinions, otherwise making statements on behalf of the College or any other Department.

False Identity (Spoofing):

Email users are not to use an identity other than their actual name, student number or an informal name. Informal names are to be directly associated with the correct email account.

Unauthorized Access:

Attempting unauthorized access and attempting to breach any security measures or attempting to intercept any email transmission without authorization is a violation of this policy.

Interference:

College email shall not be used for sending or forwarding chain emails, spamming, and creating or distributing letter-bombs.

Web-Mail –

Quincy College has adopted Outlook Web Access as the official means of web-mail for full-time faculty and staff. Outlook Web Access can be reached by typing <http://mail.quincycollege.edu> in the address field of Internet Explorer or by selecting the Outlook. By adopting Outlook Web Access as the default mail client, faculty and staff have a multitude of new features and accessibility to their email than ever before with standard mail clients like Netscape. Some new features include the ability to view and modify your personal calendar, an online task list, a global College directory of email addresses, a single personal address book accessible from home or office (no need to synchronize), and access to Exchange public folders. Since the new system is web-based, it is easier for you to get your mail than ever before. There are no settings required on your machine. Simply type mail.quincycollege.edu from your home PC. IT will not support users' home computers.

Email User Agreement –

I have read and understand the Email Acceptable use Policy. I understand if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws or company policy.

Name: _____

Signature: _____

Date: _____

Policy 9 – 11: CODE OF ETHICS AND CONFLICT OF INTERESTS

To maintain respect and competition as an institution of higher education, Quincy College expects all employees to comply with all laws and to maintain the utmost standards of personal integrity, fairness, and good judgment. Only by upholding these high standards can Quincy College expect to maintain the trust of current and future students, customers, employees, and the general public.

This code sets forth standards of conduct for employees of Quincy College relating to conflicts of interest, receiving and giving gifts, relationships, community activities, and violation of law.

Conflict of Interest:

Employees must refrain from participating in any work activity or business venture which could conflict with the interests of Quincy College and interfere with the ability of an employee to satisfy work-related obligations.

Gifts:

When either receiving or giving tangible gifts due to a business relationship with a current or potential customer, client, or other person or entity, discretion must be used to prevent the appearance of influence or obligation towards others. As a guideline, the receipt, or giving of any tangible gift of a nominal maximum value of \$50 is permissible when either a refusal to accept or not to give would offend or damage business relationships. Receiving direct or indirect favors, payments, services, loans, trips, or excessive business entertainment from students, customers or suppliers are strictly prohibited.

Relationships:

Relationships may develop at work that could result in employees becoming involved in what would be considered a personal, rather than a business, relationship. If a personal and intimate relationship develops between you and any Quincy College employee to whom you or the other employee reports to or is supervised by, it must be disclosed to the next level of management immediately. The College reserves the right to make changes to the reporting and/or supervisory work relationship that will reduce potential conflicts of interest, including transferring one or both employees to other departments or locations.

Community Activities:

Employees of Quincy College are encouraged to become involved in charitable, political, and community affairs. Employees should make it clear, however, that they are acting as individuals rather than as representatives of Quincy College so as not to be perceived as stating the position of the College on any issue.

Violation of Law:

In the interest of safeguarding the image of Quincy College in the communities in which we do business and in our industry, the following action will be taken regarding violation of the law:

Any employee of Quincy College who is charged with a felony offense may be subject to suspension without pay, pending disposition of the charge.

Any questions about these policies or compliance with them should be directed to the President of the College. No employee will be disciplined for raising legitimate concerns or questions regarding these matters and their identities will be protected to the extent possible.

Policy: 9 – 13 Policy Regarding Research on Human Subjects

Quincy College assumes responsibility for safeguarding the right and welfare of human subjects at risk in all research activities. The College is guided by ethical principles as outlined in "Belmont Report" of September 30, 1978, agrees to abide by regulations as detailed under "Title 45 Code of Federal Regulations Part 46 and declares that these regulations apply to all research with Human Subjects, regardless of the funding source.

The College will apply for federal wide assurance if applicable, with the United States Department of health and Human Services office for Human Research protection (OHRP). The assurance details the policies for the protection of human subjects and includes the duties and procedures of the institutional review board.

The College will have an educational Institutional Review Board to see that research at Quincy College follows proper procedures, with no fewer than five members. This will satisfy the compositional requirements for membership as described in 45 CFR 46. Chaired by V.P. Academics or the nominee, the board will have at least two faculty members from different fields, one nominee from the President, two outside nominees appointed by the President, and one non-faculty member appointed by V.P Administration. The decision will be by simple majority. If the proposal is coming from one member of the IRB, the member must refrain from voting. The term of this board will be for three years.

Principles:

1. Quincy College is committed to academic research and the freedom to do this. However, in undertaking research care must be taken to protect the privacy of the individuals and research methodology must minimize risks and avoid harming individuals.
2. The researcher should not withhold any information the subject requests, about any aspect of the research likely to be significant to the subject or induce subjects to participate by means that might affect the subject's ability to decide freely.
3. Researcher must promise and maintain confidentiality and should inform subjects about their limits or capacity to adhere to confidentiality clause.
4. The researcher should explain to subjects, the purpose of the research. Special care should be taken because the subjects sometimes cannot understand the risks. Subjects must be in a position to freely refuse their participation.
5. The Office of Institutional Research will provide administrative and logistic support for the activity of IRB.
6. The Committee will review submitted research plans and approve, disapprove, or state conditions for the conduct of the research applying principles and procedures outlined in the policy and in applicable federal regulations.
7. It is the responsibility of faculty member to supervise student research in their courses and departments.
8. All research documents & data will be maintained for three years.

Procedures for Proposals:

1. The IRB will meet once a month, as needed, during Fall and Spring semester
2. In basic review, following questions should be answered:
 - a. Are adequate procedures in place to ensure privacy and confidentiality?
 - b. Has informed consent been sought and documented?
 - c. Does the IRB approve of the consent form?
 - d. Have the risks to subjects been minimized?
 - e. Are the risks reasonable as compared to anticipated benefits?
 - f. Is the selection of subjects equitable?
 - g. Are safeguards in place to protect vulnerable population?
 - h. If the research is funded from an outside source, are the protocols consistent with the grant application?
3. IRB decision will be promptly communicated to researcher in writing within 15 working days.
4. Copies of all applications and approvals as well as annual reviews will be maintained in the office of the Institutional research.

Training:

If applicable, Human Subject Assurance Training to be done by Institutional Officer, any researcher, and the IRB chair.
<http://ohrp-ed.od.nih.gov/cbts/assurance/>