



# St. John's College Policies and Procedures

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<b>SYSTEM: HSHS</b>	<b>MANUAL(S): HSHS St. John's College Policies</b>
<b>TITLE: Professional Conduct and Civility Policy</b>	<b>ORIGINATING DEPARTMENT: St. John's College</b>
<b>EFFECTIVE DATE: 01/30/2026</b>	<b>REVISION DATE(S):</b>

**SUPERCEDES:** Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.

## Purpose:

St. John's College of Nursing is committed to fostering a professional and respectful learning and working environment that reflects the standards of the nursing profession and the values of the College. All members of the College community share responsibility for maintaining a culture of professionalism, civility, and mutual respect.

## Policy:

### I. Scope

- a. This policy applies to all faculty, staff, students, administrators, volunteers, and others acting on behalf of the College in all academic, clinical, and operational settings, including classrooms, lab sites, clinical sites, online environments, meetings, and college-related activities.

### II. College Standards of Conduct

- a. All community members are expected to:
  - i. Communicate respectfully and professionally
  - ii. Address concerns through appropriate channels
  - iii. Refrain from disparaging, disruptive, or inflammatory behavior
  - iv. Maintain a learning and working environment free from intimidation, gossip, or hostility
  - v. Demonstrate accountability for individual responsibilities
  - vi. Uphold ethical standards consistent with professional nursing practice.
  - vii. Use established channels to raise concerns rather than informal group messaging, peer-based discussion, or other communication that may cause confusion or undermine trust in the College.
- b. Examples of Unprofessional Conduct
  - i. This includes, but is not limited to:
    1. Disparaging or undermining comments about colleagues, students, faculty, staff, or the College
    2. Repeated negative or divisive communication
    3. Public misrepresentation of policies, decisions, or processes
    4. Disruptive behavior in academic or work settings
    5. Failure to use established grievance or complaint channels



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6. Conduct that damages trust, morale, or the learning environment
7. Inappropriate dissemination of internal academic or administrative matters in a manner that is misleading, disruptive, or undermines the learning or work environment.

### **III. Reporting and Response**

- a. Concerns regarding professional conduct may be addressed through informal coaching or formal processes, depending on severity, frequency, and role of the individual involved.
- b. Response mechanisms include:
  - i. Student Professional Conduct Improvement Plan (PCIP)
  - ii. Student conduct or academic standing processes
  - iii. Title IX, safety, or legal processes when applicable
  - iv. Colleague corrective action procedures
  - v. Colleague HR progressive discipline

### **IV. Non-Retaliation**

- a. Retaliation against any individual who raises a concern in good faith or participates in a review process is strictly prohibited and may result in disciplinary action.

### **V. Relationship to Other Policies**

- a. Student Complaints and Grievances
- b. Academic Standing
- c. Faculty Expectations
- d. HR Disciplinary Procedures
- e. Title IX
- f. Safety and Security policies