

<b>University Enterprises, Inc. Policies and Procedures</b>		<b>Policy No. 605</b>
<b>Section:</b>	Human Resources	
<b>Policy:</b>	Standards of Conduct	
<b>Revised Date:</b>	December 11, 1998	

## Standards of Conduct

### I. PURPOSE

To state and inform employees of their responsibility to abide by University Enterprises, Inc. (UEI)'s standards of conduct and to act in a manner which promotes safe, efficient and harmonious business operations.

### II. SCOPE

This policy applies to all UEI employees.

### III. POLICY

All UEI employees serve at-will. Either the employee or UEI may terminate employment at any time, for any reason. University Enterprises, Inc. may also discipline an employee at anytime for any reason it deems sufficient. The following is a partial list of unacceptable workplace behaviors. These are cited here to alert employees to some forms of inappropriate behavior and/or types of misconduct. Employees may be disciplined, up to and including dismissal, for any unacceptable conduct or poor job performance, including but not limited to the following:

1. Falsification of any UEI documents or records, including employment application, part-time employee status, and time reports.
2. Being under the influence of, possessing, or using alcoholic beverages or illegal drugs on UEI or agency premises or while on UEI business.
3. Damage, destruction, or unauthorized removal of UEI or State property due to careless or willful acts.
4. Negligence in observing fire prevention or safety regulations.
5. Inability or unwillingness to work in harmony with other employees. Discourtesy to other employees, UEI's customers or other persons doing business with UEI, including contractors.
6. Theft, fraud, gambling, carrying concealed weapons and/or explosives.
7. Violation of criminal laws on UEI or agency premises.
8. Conviction of a crime related to the person's employment.
9. Fighting, throwing things, horseplay, practical jokes or other disorderly or inappropriate conduct which may endanger the well-being of any employee or UEI operations.
10. Threatening, intimidating, or coercing behavior. Using abusive or insulting language, or otherwise interfering with the performance of other employees or customers.
11. Acting in a manner that violates anti-discrimination standards or policies.
12. Insubordination or refusal to comply with instructions or failure to perform duties assigned.
13. Use of UEI material, time or equipment for personal use.
14. Immoral or indecent conduct.

15. Harassment, including sexual harassment, of a UEI employee, vendor, contractor, customer, or other individual doing business with UEI.
16. Excessive or unexcused absenteeism or tardiness, or any abuse of UEI leave policies.
17. Job performance which does not meet the requirements of the position or UEI's standards or expectations.
18. Unauthorized circulation of petitions, solicitations, or collections including those for the purpose of purchasing gifts for fellow employees.
19. Removal of UEI records or unauthorized or inappropriate disclosure of confidential information.
20. Dishonesty, including but not limited to removal of or unauthorized possession of UEI or state property or funds or the misrepresentation of facts verbally, in reports, or other documents.
21. Unauthorized selling of food or merchandise.
22. Engaging in such other practices as may be inconsistent with the ordinary and reasonable rules of conduct necessary for the mutual welfare of UEI and its employees.
23. Repetition of offenses.
24. Exercising poor judgment on or in relation to the job.

#### **IV. PROCEDURE AND RESPONSIBILITIES**

- A. Supervisors at all levels are responsible for ensuring that employees are familiar and comply with UEI Standards of Conduct.
- B. In the event of a violation of the Standards of Conduct, supervisors are responsible for proceeding with appropriate measures (i.e. disciplinary proceedings - see Policy No. 635 - Employee Discipline).

#### **V. RELATED POLICIES**

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| Policy No. 610 | Conflict of Interest |
| Policy No. 615 | Attendance           |
| Policy No. 620 | Unlawful Harassment  |
| Policy No. 625 | Sexual Harassment    |
| Policy No. 635 | Employee Discipline  |
| Policy No. 905 | Smoke Free Workplace |
| Policy No. 910 | Drug-Free Workplace  |