

Name of Policy: **Standards of conduct**

Policy Number: 3364-25-01

(C) Scope

The policy applies to all employees except to the extent the activity or conduct is specifically governed by a separate agreement or university policy.

(D) Procedure

(1) All vice presidents, deans, and other supervisors are responsible for the appropriate and consistent application of this policy. All vice presidents, deans, and other supervisors are also responsible for initiating the request for disciplinary action as soon as they are aware of a potential situation.

(2) Employees are expected to become familiar with the established rules of the university and the departments in which they work. Employees are responsible for complying with and adhering to all performance expectations, policies, and procedures. Employees are expected to conduct themselves in a manner both on and off duty that does not adversely affect the ability of the employee to perform the duties of their position.

(3) General rules of conduct and policies have been established to help achieve the objectives of this policy. The expectation is that all employees are held to the highest standards of conduct in (the)312 (nd9n 0.1i16 0 Td(.p)-4 (.09 (pe

Disciplinary actions may impact transfers and promotions as well as other situations in which performance is a determining factor.

(F) Rights and responsibilities

It is best to avoid situations that may cause a question as to your integrity or motives. Employees who witness or have knowledge of such behavior are required to immediately report it to their immediate supervisor/manager or to human resources.

The university is committed to preventing retaliation and complaints of retaliation