



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 4.8000

DIVISION: Finance and Administration

TITLE: Standards of Conduct

DATE: October 27, 1998

REVISED: N/A

Policy for: All Employees

Authorized by: Director, Human Resources

### **I. Purpose and Scope**

Western Kentucky University employees are expected to perform their job duties in a professional and responsible manner which includes maintaining the highest levels of honesty and ethical principles. Employees are also expected to be courteous and respectful in workplace relationships.

### **II. Policy**

1. Inappropriate conduct includes, but is not limited to, the following:

- a. Misrepresentation or omission of information in employment applications and related employment materials or other official University records
- b. Excessive absences or tardiness
- c. Discourteous or rude behavior toward other employees, students, clients, or visitors including committing verbal abuse of others and threatening or violent acts
- d. Insubordination, disregard for or failure to follow directions of supervisor
- e. Sexual harassment of other employees, students, clients, visitors or others
- f. Theft or unauthorized removal, use, or disposal of University property
- g. Failure to follow University and/or departmental policies or state or federal laws

- h. Possession of alcohol or illegal substances on University property or being under the influence of alcohol or illegal substances while on duty or conducting official University business.
- i. Physical altercations
- j. Failure to perform duties in a timely, competent, and responsible manner
- k. Acts of unlawful discrimination including, but not limited to unlawful discrimination based upon race, creed, gender, age, religion, national origin, or disability status
- l. Conviction of any crime or behavior of any nature which reflects adversely upon the University and/or adversely affects the ability to effectively perform job duties

### **III. Procedure**

1. Failure to comply with standards of conduct will result in disciplinary action up to and including termination of employment.

### **IV. Exclusions**

### **V. Related Policies**

See also:

### **VI. Reason for Revision**

Appendices: