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: