



## HUMAN RESOURCES POLICIES AND PROCEDURES

Area: Other Important Information & Procedures

Subject: Rules of Conduct

Applies To: All University Employees

Sources:

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### Rules of Conduct

To provide orderly operations and provide the best possible work environment, the University expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.


#### General Guidelines

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. If an employee is unsure if a specific behavior is acceptable, they should ask their supervisor or a Human Resource representative. Examples of infractions that may result in disciplinary action, up to and including termination of employment are as follows:

1. **Failure to perform duties required by the employees' job description or assignments directed by management, including the failure to abide by the particular rules of an employee's place of work.**
2. **Failure to maintain work quality and/or productivity.**
3. **Failure to adhere to established safety policies and procedures.**
4. **Rude or discourteous behavior toward customers or employees at Georgia Southern.**
5. **Tardiness, temporary unauthorized absence from the work area, and leaving the work area early.**
6. **Presence in an unauthorized area.**
7. **Failure to report an injury occurring on premises operated by Georgia Southern concerning an employee, staff member, student or any other person.**

8. **Failure to conform to an established uniform dress policy.**
9. **Behavior which interferes with the work performance of other employees and/or disrupts any teaching, research, administrative or other activity of Georgia Southern University.**
10. **Failure to adhere to established Information Technology policies and procedures.**
11. **Absenteeism and misuse of sick leave.**
12. **Unauthorized absence from work for an entire shift or work day.**  
*Note: If an employee is absent from work for three days without authorization, they are considered to have quit without notice.*
13. **Insubordination or willful disobedience.**
14. **Consumption, possession or being under the influence of alcohol or other impairing substance on Georgia Southern property or during working hours.**
15. **Carrying a weapon, whether licensed or unlicensed, on Georgia Southern property.**
16. **Sleeping while on duty.**
17. **Fighting in the workplace.**
18. **Sexual harassment.**
19. **Exploitation of students, employees, or their families for personal gain or benefit, or for the gain or benefit of others, including but not limited to engaging in financial transactions with patients or their families, accepting payment in any form for services rendered, borrowing or attempting to borrow money, inducing the patient to name a particular beneficiary in the patient's will or insurance policy or engaging in the management of the student's or employee's financial or business affairs.**

20. **Acceptance of additional compensation in any form for work performed in the scope of employment at Georgia Southern University for which compensation has been or will be made through the payroll.**
21. **Commission of a criminal act.**
22. **Unauthorized access to or disclosure of confidential information, proprietary research, intellectual property, or employee, student, or patient data/records.**
23. **Drug offenses.**
24. **Failure to properly dispose of infectious or hazardous waste.**
25. **Dishonesty.**
26. **Refusal to cooperate in Georgia Southern administrative actions (for instance, refusal to appear as a witness at an official grievance/appeal or other hearing, refusal to cooperate in an official investigation or inquiry, and so forth).**
27. **Illegal use of the computer and/or network that would include, but not be limited to, copyright and software license violation, failure to adhere to all federal and state laws including those prohibiting slander, libel, harassment and obscenity..**
28. **Private use of state property including computing/IT resources for personal gain or benefit, or for the gain or benefit of others.**
29. **Theft of and/or willful or intentional disclosure of confidential information, proprietary research, intellectual property, or employee, student, or patient data/records.**
30. **Willful damage or theft of Georgia Southern property or property belonging to another person.**
31. **Falsification of institutional documents or records including applications for employment.**
32. **Violation of Georgia Southern's procurement card or purchasing policies.**

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- 33. Unsatisfactory work performance.**
  - 34. Punching the time clock for another employee.**
  - 35. Unauthorized disclosure of confidential information .**