MIDWESTERN UNIVERSITY

EMPLOYEE BEHAVIOR POLICY

PURPOSE: To identify standards of behavior to be observed by all employees of Midwestern University (MWU).

POLICY:

A. Midwestern University expects that all employees exhibit appropriate and professional behavior.

B. Behavior identified in the following list shall comprise just cause for immediate termination without previous or further warning (refer to the Progressive Discipline Policy and Procedure). This list is not intended to be all inclusive and is subject to revision by MWU as necessary.

1. Fighting with or engaging in assault, or threatening harm to any other person while on University property.

2. Insubordination, including refusal or intentional failure to perform assigned work. This includes deliberate failure to follow instructions or work in accordance with University or department policies and procedures.

3. Stealing, damaging, hiding, removing, or unauthorized possession of University or another person's personal property.

4. Unauthorized use of, or destruction of, or serious negligence in the custody, care or use of University equipment, supplies or facilities whether or not such conduct results in damage to property or injury to other persons.

5. Falsification of any University records, reports or documents, including but not limited to, student records, and application forms.

6. Registering time on another employee's time card or permitting another employee to register time on one's time card/time keeping record; or any falsification of a time keeping record.

7. Use, sale, or unauthorized possession or being under the influence of alcohol or unprescribed narcotic or dangerous drugs on University property; or reporting for work under the influence of intoxicating liquor or dangerous drugs; or any violation of the University's Drug Free Workplace and Substance Abuse Policy (for the purpose of this section the term "dangerous drug" refers to any drug of which the use and/or possession is prohibited by local, state, or federal law).
(8) Possession, display, or use of explosives or other dangerous weapons on University Property and the unlawful possession, display, or use of firearms on University property.

(9) Obtaining services, supplies, or fringe benefits from the University on false information or misrepresentation.

(10) Violation of any federal, state, or local law affecting the University or employment with the University or attempts or acts of sabotage against University property.

(11) Absences and/or tardiness without notice or authorization, as detailed in the University's Absenteeism/Tardiness policy.

(12) Sleeping on duty.

(13) Failure to comply with posted and/or published safety rules as issued by the University.

(14) Lending or giving University keys or other means of access to controlled areas to unauthorized persons.

(15) Unauthorized removal of or tampering with safety devices or fire equipment.

(16) Gambling on University premises.

(17) Conviction of a crime that indicates unfitness for the job or that raises a threat to the safety or well-being of the University, its employees, students, associates or property.

(18) Unlawful communications or activities including fraudulent, harassing, threatening, obscene (pornography or profanity), or otherwise prohibited communications as described in the Computer Usage Policy.

C. The following offenses shall result in discipline in accordance with the University's policy on progressive discipline, which may include discharge from employment.

(1) Excessive tardiness or excessive absenteeism as specified in the Absenteeism/Tardiness policy.

(2) Horseplay or disorderly conduct, or the use of obscene language.

(3) Failure to comply with the applicable department dress code.

(4) Unauthorized entry into restricted areas of the University where the employee's work does not require his/her presence.
(5) Interfering with the work of another employee.

(6) Solicitation of MWU employees during the working time of the employee, including soliciting for membership in organizations, asking for donations or contributions, selling tickets or merchandise or similar acts without the prior written approval of the Executive Vice President.

(7) Failure to display an employee identification badge when requested while on University property, lending a badge to another or unauthorized alteration of a badge.

(8) Failure to observe parking rules or failure to follow direction of or cooperate with security officers.

(9) Failure to report work-related injuries or accidents.

(10) Leaving assigned work area or the University without prior authorization, except during the lunch hour.

(11) Failure to properly utilize timekeeping records/procedures.

(12) Smoking in unauthorized areas.

(13) Disclosing confidential or proprietary information to unauthorized sources, or permitting unauthorized sources access to confidential or proprietary information.

(14) Intimidating, threatening, or coercing another employee through physical, verbal or sexual harassment.