



RU Policy No. 2.17

Responsible Division: Human Resources

Originally Issued: 09/2016

Last Revised: 01/2019

Revised Effective Date: 01/2019

Professional Code of Conduct

Policy Statement

Roosevelt University strives to create a positive work environment that values employees as individuals and respects their rights. University employees are expected to be productive contributors to the mission of the University, support the areas in which they work, and conduct themselves in a manner compatible with the University's function as an educational institution and arts organization.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above, and the changes will apply to both prospective students and those already enrolled. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer.

This Policy governs conduct on all of the University's properties, including but not limited to the Auditorium Theatre of Roosevelt University ("ATRU"). Unless otherwise stated, the term "Employee" as used in this Policy shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers.

Policy

All Employees are expected to follow the rules set forth herein. An Employee who violates this Policy will be subject to disciplinary action, up to and including termination.

1. You must be at your place of work at the time set by your manager. Generally, offices are open to service students beginning at 8:00 am and extending to 6:00 pm. Your particular work hours are determined by your manager and may be extended due to the needs of your office and according to your position.
2. You must comply with the required call-in procedures of your office in the event of an unplanned absence. Unless it is physically impossible, if you do not report for work or notify your supervisor for three (3) consecutive work-days, you will be considered as having resigned your position and will not be eligible for re-hire by the University.

3. All technology, including phones, computers, printer, multi-functional devices, and network systems, are reserved for University-related work. Non University-related use of University equipment is prohibited.
4. You must dress neatly and appropriately to the academic and professional nature of the University and in accordance with the stated dress code of your department.
5. You must report immediately to your supervisor and Campus Safety any accident or injury sustained on the job.

In addition to the rules above, some conduct may be so egregious as to warrant immediate discharge from the University. Committing any of the following acts will result in immediate termination for the first offense:

1. Bringing firearms or other deadly weapons into the University.
2. Assaulting, fighting, striking, abusing, harassing (including sexual harassment), discriminating against, bullying, retaliating, or creating a hostile work environment for any employee, student, or visitor, or guest.
3. Intentionally, or through gross negligence, damaging or destroying University property or property belonging to employees, students, visitors or guests.
4. Creating a safety, health or fire hazard, intentionally or through gross negligence, injurious to the well-being of the University community members including employees, students, visitors, and guests
5. Stealing, defraud, or embezzling from the University, including its employees, students, visitors or guests.
6. Intentionally forging or falsifying records (including but not limited to student records, employment applications or absence records, timesheets or other payroll documents, University business documents or communications) or filing false claims under any benefit plan, such as health insurance or worker's compensation, etc.
7. Unauthorized, improper, or illegal use of systems, data or equipment.
8. Buying, selling, dealing, giving/serving, possessing, taking, or being impaired by illegal drugs or alcoholic beverages on the University premises, except as reasonable consumption may be authorized at a University-sponsored function.

9. Dishonesty, including but not limited to providing inaccurate, misleading, or omitting information in a University investigation or giving false reasons for obtaining a leave of absence.
10. Refusing to cooperate in a formal University investigation.
11. Engaging in any illegal activity, including by violating federal, state, or local law, during working hours or on University premises.
12. Gross dereliction of duties.
13. Improper disclosure or use of private or confidential information.
14. Receiving a felony conviction or other conviction for which termination is appropriate in light of the employee's position and the University's business necessities.
15. Job abandonment.
16. Smoking inside the University.
17. Any other conduct that the University, in its sole discretion, deems seriously detrimental to the University.

Entities Affected by this Policy

All Divisions of the University.

Related Documents

All other University policies and procedures.

Revision and Implementation

The Interim Vice President for Human Resources/Chief Human Resource Officer shall have the authority to revise this Policy, subject to the approval of the President's Executive Council (if required).

The Interim Vice President for Human Resources/Chief Human Resource Officer shall have the authority to establish any procedures necessary to implement this Policy.