Policy 4.62
Standards of Conduct

This policy version was not current at the time of printing. Please see http://policies.emory.edu/4.62 for the current version.

Responsible Official: VP for Human Resources
Administering Division/Department: Employee Relations
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Policy Sections:

I. Overview
II. Policy Details
III. Related Links
IV. Revision History

Overview

Emory University ("Emory") pursues excellence and insists on high standards of conduct and performance. The rules expressed in the following sections are designed to maintain the positive environment which Emory strives to provide for all employees. Application of uniform and consistent standards is Emory's objective.

Listed below are some of the rules and regulations of Emory. This list should not be viewed as being all-inclusive. Types of behavior and conduct that Emory considers inappropriate and which could lead to disciplinary action up to and including an unpaid suspension or termination of employment without prior warning, at the sole discretion of Emory, include, but are not limited to, the following:

Policy Details

- Failure to follow established standard for requesting or reporting absences.
- Inappropriate handling or disclosure of confidential information or records.
- Inappropriate, disruptive, discourteous or irregular behavior adversely affecting students, employees, patients, or visitors.
- Solicitation or distribution of literature by an employee during their work hours.
- Acts of physical misbehavior or acts of violence, including provoking or participating in fighting or making threats.
- Performance of duties in an irresponsible, careless, reckless, or unsafe manner or behavior not conducive to a safe and healthful work environment, which includes not adhering to the no-smoking policy.
- Noncompliance with Emory's commitment to equal employment opportunity and affirmative action.
- Commission of acts of discrimination or discriminatory harassment.
- Plea of nolo contendere or conviction for an illegal act, committed on or off the job, which adversely impacts job performance, attendance or the reputation of Emory.
- Unauthorized access, inappropriate use, or abuse of Emory's equipment or property, such as, but not limited to, copiers, computers, computer software, internet access, e-mails, fax machines and telephones.
- Sleeping on the job.
- Neglect of duty or failure or refusal to perform job-related duties and assignments.
- Failure to follow Emory's policies or procedures.
- Gambling or playing games during work hours.
- Violation of safety or security regulations.
- Refusal to cooperate with an Emory investigation.
- Tape-recording without authorization.
- Failure to obtain or maintain, within a designated time, licensure or certification credentials necessary for
continuation in the job.

- Unlawful manufacture, distribution, sale, possession, or use of any controlled substance or illegal drugs regardless of where or when the conduct occurs.
- Misuse, defacement or destruction of Emory, student, employee, patient, or visitor property.
- Falsification of forms, time and attendance records, or other official records or documents, including employment, promotion or transfer documents.
- Theft or unauthorized possession, removal, destruction, or use of property belonging to Emory or a student, employee, patient, or visitor.
- Possession of firearms, weapons, explosives, or dangerous materials on Emory property unless authorized.
- Misappropriation of departmental or organizational funds.
- Behavior harmful to the reputation and mission of Emory University.
- Non-exempt employees working overtime without advance approval from supervisor.

**Related Links**

- Current Version of This Policy: [http://policies.emory.edu/4.62](http://policies.emory.edu/4.62)

**Revision History**

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*