



## Policy 4.62

# Standards of Conduct

<b>Responsible Official:</b>	VP for Human Resources
<b>Administering Division/Department:</b>	Employee Relations
<b>Effective Date:</b>	March 30, 2007
<b>Last Revision Date:</b>	July 1, 2019

### Policy Sections:

- I. [Overview](#)
- II. [Applicability](#)
- III. [Policy Details](#)
- IV. [Definitions](#)
- V. [Related Links](#)
- VI. [Contact Information](#)
- VII. [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. 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:

### Applicability

n/a

### Policy Details

---



- Failure to follow Emory's policies or procedures.
- Failure to follow established standards for requesting or reporting absences.
- Neglect of duty or failure or refusal to perform job-related duties and assignments.
- Inappropriate handling, distribution or disclosure of confidential information, institutional data, or records.
- Inappropriate, disruptive, discourteous or irregular behavior adversely affecting students, employees, patients, or visitors.
- Violation of the Solicitation Policy.
- 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.
- Gambling or playing games during work hours.
- Violation of safety or security regulations.
- Refusal to cooperate with an Emory investigation.
- Tape-recording meetings or phone calls 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, release, destruction, duplication, retention or use of property or data belonging to: Emory, a student, an employee, a patient, or a visitor, by any means including, but not limited to physical, photographic or electronic.
- Possession of firearms, weapons, explosives, or dangerous materials on Emory property unless authorized.
- Misappropriation of departmental or organizational funds.
- Non-exempt employees working overtime without advance approval from supervisor.
- Consensual romantic or sexual relationships in which one party retains a direct supervisory or evaluative role over the other party.
- Behavior harmful to the reputation and mission of Emory University.



## Definitions

n/a

## Related Links

- ☐ Current Version of This Policy: <http://policies.emory.edu/4.62>
- ☐ <http://policies.emory.edu/4.62>

## Contact Information

Subject	Contact	Phone	Email
Associate Vice President, HR	Del King	404-727-7567	dking2@emory.edu

## Revision History

- ☐ Version Published on: July 1, 2019
- ☐ Version Published on: Dec 09, 2014
- ☐ Version Published on: Jul 05, 2012
- ☐ Version Published on: Jun 29, 2010
- ☐ Version Published on: Jun 01, 2010
- ☐ Version Published on: Jul 02, 2007 (*Original Publication*)