

University Code of Conduct

Section:	Employment and General Policies
Effective Date:	September 17, 2015
Next Review Date:	
Approved Date:	September 30, 2003 by Senior Staff
Responsible Department/Division:	University Administration

Purpose:

The purpose of this policy is to outline Franklin Pierce University's expectations regarding the behavior of employees and the all dealings inside and outside of the University.

Policy

Franklin Pierce University has core values that the community believes in and stands for. Employees, in addition to fulfilling their individual job responsibilities, are also responsible for meeting a work performance standard that is acceptable to the University. Part of that work standard is expressed as a Code of Conduct which includes, but which is in no way limited to the following conditions of employment:

- A. Accurate and truthful representation of all information contained in an employment application and/or resume' in having obtained their University position;
- B. Compliance with all University policies and procedures, as stated in the Administrative Manual;
- C. Honesty;
- D. Courteous treatment of the public, and especially our students, parents and all members of the University community; bullying or any other behavior that demeans, intimidates or humiliates another person will not be tolerated.
- E. Abiding by rules that restrict access to private offices and other work areas, as well as inappropriate access to restricted or confidential information;
- F. Maintaining confidentiality concerning privileged or restricted information, which may become necessary to access in the performance of one's job, regarding other employees, students, and/or University business affairs;
- G. Maintaining a safe and orderly workplace, particularly in those areas that are used by members of the University community or the public; Appropriate dress in relation to the function one performs at the University;
- H. Employees shall be expected to maintain a neat and clean appearance when working.
- I. Some employees may be required to wear uniforms or special clothing (e.g., security, maintenance, and environmental services).
- J. Maintaining alert, healthy, productive work habits and have respect for the rights of others, and especially those rights granted and expressed specifically in the several policies contained in the Administrative Policy Manual;
- K. Maintaining accurate and pertinent records;
- L. Expending University funds and using University resources only for authorized and appropriate items;
- M. Responding to reasonable requests by any University authority;

- N. Abstaining from alcohol and other drug use sufficiently prior to and during work hours, unless in compliance with the University "Alcohol Use" policy and/or legal use of medication;
- O. Respecting any personal diversity in other members of the University community;
- P. Adhering to all local, State, and Federal laws, including but in no way limited to the "Drug-Free Campus Program" and "Sexual Harassment" policies.

Revision Dates:

March 7, 2005, September 1, 2007, July 1, 2010, August 20, 2015