



## Policy # 53013

---

### EMPLOYEE CODE OF CONDUCT

---

**Effective Date:** June 19, 2009

**Revised Date:** August 12, 2020

**Responsible Office:** Human Resources

**Division:** Operations

---

#### I. PURPOSE/OBJECTIVE

To establish guidelines by which employees are to conduct themselves in the work environment.

#### II. STATEMENT OF POLICY

The University strives to achieve excellence in all employment related activities. Certain policies and guidelines are necessary for the smooth and efficient operation of the University.

Whether on or off duty, an employee's conduct reflects on the University. All members of the University staff are expected to conduct themselves in a professional manner at all times. They should respect the privacy and reputation of co-workers and all other persons.

Professionalism should be practiced among and with all employees, students and the external public. When answering the telephone, the department and the person answering should be identified in a calm, patient and polite manner.

Respect for authority and for one another is basic to the general welfare and to personal dignity. To all persons with whom an employee comes in contact, he/she represents the University. It is expected that employees observe reasonable standards of dress and cleanliness.

##### A. Standards of Conduct

1. Employees must be ready to start work at the start of a shift and after lunch or rest breaks.
2. Except in extreme emergencies, employees may not leave their department or assigned job during working hours without permission of their immediate supervisor.
3. Theft or unauthorized possession of University property or personal property belonging to another individual is prohibited.

4. Transaction of private or personal business during assigned working hours is not permitted.
5. Outgoing and incoming personal telephone calls shall be kept at a minimum. All personal telephone uses resulting in or requiring charges to the University are prohibited.
6. Employees are prohibited from gambling on University premises.
7. Salespersons may not transact business with employees for personal reasons during working hours unless approved by the university (i.e., insurance).
8. Employees are prohibited from making unauthorized solicitations and/or distributions during the work day.
9. Tools and equipment shall be kept clean and in safe operating condition and must not be intentionally damaged. Unless properly authorized, tools and equipment may not be removed from University premises.
10. All Health Department regulations shall be strictly observed.
11. The possession, consumption, and dispensation of drugs and/or alcohol are governed as follows:
  - a. Employees are prohibited from having in their possession, consuming, using, selling, or dispensing drugs and narcotics other than those which may be medically prescribed or are obtainable “over the counter”, while on property owned or leased by the University.
  - b. Employees are prohibited from reporting to work under the influence of non-prescribed controlled (illegal) substances. Employees discovered to be under the influence of illegal drugs while on University property shall be required to leave the premises.
  - c. Employees are not permitted to have in their possession, to use or to sell, alcoholic beverages while on property owned or leased by the University. Employees are not permitted to report to work under the influence of alcoholic beverages. Employees discovered to be under the influence while on University property shall be required to leave the premises.
12. Employees must perform their job duties in a truthful, accurate and thorough manner.

13. Employees shall not use University equipment, property, proprietary information, supplies, or University time without proper authorization.
14. Employees are required to report any defective work/safety issues to appropriate supervisory personnel.
15. Employees shall not damage or destroy University property through willfulness or negligence. The improper use of State property, equipment or funds is prohibited.
16. Employees must immediately report all missing University property, without respect to cost or value, to the immediate supervisor or next level supervisor. The supervisor should then report the findings to the University Police Department. Missing personal property should be reported to the University Police by the person from whom items were taken.
17. Employees are required to comply with all appropriate directives and assignments from authorized supervisors. Failure to comply constitutes insubordination.
18. Employees are required to accomplish work in a satisfactory and timely manner.
19. Employees are required to follow all established work procedures.
20. Employees are not allowed to participate in physical or verbal altercations, “horseplay”, use of profanity or abusive language, and threatening or coercive behavior.
21. Employees are required to wear designated safety equipment.
22. Employees are prohibited from sleeping during work hours.
23. Employees shall not use undue influence to gain, or attempt to gain, promotion, favorable assignment or other individual benefit or advantage.
24. Employees must obtain and maintain all appropriate current licenses or certificates required by law or the University as a condition of employment.
25. Employees shall not improperly use any type of leave or provide false information for any leave taken.
26. Employees must immediately report to their supervisor any occupational injury/illness suffered or witnessed and any occurrences causing damage to University property.

27. Employees shall not commit an act in the University setting detrimental to the safety or health of a fellow employee, student or university guest.
28. Employees shall not possess or use weapons or explosives while on University property without proper authorization.
29. Employees are prohibited from smoking on all University premises.
30. Employees are prohibited from sexual harassment which may include, but may not be limited to:
  - a. sex-oriented verbal teasing or abuse
  - b. subtle pressure for sexual activity
  - c. physical contact such as patting, pinching, or constant brushing against another's body, or
  - d. outright demand for sexual favors, accompanied by implied or overt promise of preferential treatment or threats.
31. Employees are required to maintain a courteous, cooperative and harmonious working relationship with other University employees.
32. Employees shall refrain from behavior or conduct deemed offensive or undesirable.
33. Employees shall report to management suspicious, unethical, or illegal conduct by fellow employees, students or suppliers.
34. Employees shall not falsify, or alter any University record or report, such as an application for employment, a performance appraisal, a medical report, a time/attendance record, an expense account, an absentee report, a shipping/receiving record, or security related documents.
35. Employees shall not use their job for political purposes. Employees may serve as a commissioner or an official poll watcher at the polls in any election. For more information on this subject, contact the Office of Human Resources and Article X, Section 9 (A) of the Louisiana Constitution.
36. Employees are required to notify the Human Resources Office within five (5) working days of conviction of any criminal offense.
37. Supervisors who fail to report delinquency or misconduct, or fail to take appropriate action (based upon the act), are not only evading their responsibility, but are also acting contrary to the best interests of the University and will be subject to disciplinary action. (Contact Human Resources for advisement on responses deemed appropriate for misconduct.)

38. Employees shall refrain from conduct which is defamatory to the University.
39. Employees, or someone on their behalf, must call in to report their absence to their supervisor, or office designee, on the day the employees are expected to report for work. Employee should indicate the expected number of days for absence. If absence is longer than previously indicated, employee should notify supervisor. Failure to report this absence from work may result in leave without pay for the period of time the employee is absent and/or disciplinary action. Immediately upon return to work, an official leave form must be completed. Any sick leave in excess of three (3) days duration may require a physician's certification or other acceptable proof of illness.
40. Employees shall request approval for annual leave prior to it being taken. Any leave taken without approval is considered unauthorized leave, for which leave without pay is charged. Disciplinary action may also be taken. In an emergency situation when a leave request form cannot be completed in advance, verbal approval for leave must be given by the immediate supervisor. The verbal request must be made by the employee unless again an emergency situation prohibits this. Immediately upon return to work, an official leave form must be completed. Excessive absences may result in dismissal.
41. Employees (for whom this is applicable) shall not clock in or clock out for another employee.
42. Employees shall not work beyond the regular designated workday unless authorized by the supervisor.
43. Employees shall immediately complete/update a "Change of Address" form (located on the university's web site) and submit it to the Office of Human Resources when there is a change of address.
44. Employees shall not discriminate against any person because of race, color, religion, sex, age, national origin, handicap, veteran's status, or any other non-merit factors during any employment practice, i.e., recruitment, appointment, training, promotion, or retention.

- B. Employees are encouraged to discuss the above codes of conduct with their supervisors. These codes provide standards, boundaries, and limits by which individual behavior can be evaluated. Failure to adhere to these codes may result in disciplinary action, up to and including termination.