


<p>Name of Policy: <u>Standards of conduct.</u></p> <p>Policy Number: 3364-25-01</p> <p>Approving Officer: President</p> <p>Responsible Agent: Vice President for Human Resources and Campus Safety</p> <p>Scope : Health science campus</p>	 <p>Revision date: March 16, 2010</p> <p>Original effective date: January 1, 2008</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><u> X </u> Minor/technical revision of existing policy</p> <p><u> </u> Reaffirmation of existing policy</p>

(A) Policy statement

The University of Toledo’s goals of excellence in education, research and in quality patient care are supported by a set of standards of conduct.

(B) Purpose of policy

The university wants to encourage a safe and pleasant work atmosphere. This can only occur when everyone cooperates and commits to appropriate standards of conduct. These rules are not intended to restrict the rights of employees, but rather to advise employees of prohibited conduct and allow the department and ultimately the university to attain its objectives in an orderly manner. Other rules are provided by statute, by Administrative Code, and by administrative procedures established by management. In compliance with the provisions of section 3345.21 of the Ohio Revised Code, the board of trustees of the University of Toledo has adopted standards of conduct and makes them applicable to all persons. University employees are expected to exhibit behaviors that are consistent with our vision and our mission. Additional work rules may be established by management to meet special requirements of departments or work units or as circumstances require. Employees are expected to become familiar with the established rules of the university and the departments in which they work. Current policies of the university are available at utoledo.edu/policies/index. Specific policies and collective bargaining agreements may apply to behaviors and matters included in paragraphs (C), (D), (E), (F), (G), (H), (I), and (J). Violators of these regulations may be ejected from university owned or controlled property and may be subject to criminal prosecution and/or university discipline which may include, but is not limited to, suspension, termination and/or expulsion from the university. University administration is empowered to adopt and publish additional provisions for the administration and enforcement of these regulations. It is not possible to list every conceivable infraction; however, the following list is intended to provide additional guidance:

(C) Conduct/job performance.

The following details various behaviors which employees can reasonably expect to be held accountable for. This list is not all inclusive.

- (1) Violating any university policies and/or procedures;
- (2) Immoral, indecent or disorderly conduct;

- (3) Insubordination, including disobedience, or failure to comply with directions of University of Toledo Medical Center officials or police and any other law enforcement officers acting in the performance of their duties;
- (4) Substandard quality or quantity of work including unsafe practices, unsatisfactory job performance, failure to perform duties and/or neglect of duties;
- (5) Causing excessive waste of time or materials;
- (6) Sleeping, loafing, loitering and or otherwise ignoring work duties during work hours;
- (7) Discourteous treatment of the public, coworkers and/or supervisors;
- (8) Failure to observe time limits and scheduling of lunch and/or rest periods;
- (9) Falsifying records or information, including forgery, alteration, or misuse of University of Toledo Medical Center documents, records or identification, giving false information to other government agencies or private organizations or to employees responsible for record keeping;
- (10) Failure to provide accurate and complete information whenever such information is required by an authorized person (for example: intentionally giving false or misleading information to obtain employment or a leave of absence)
- (11) Disclosure of information that becomes accessible through association with the University of Toledo Medical Center and its hospitals that should be considered as privileged and confidential including information pertaining to patients and their care or research subjects;
- (12) Engaging in unauthorized political or union activities;
- (13) Dishonesty;
- (14) Unauthorized solicitation;
- (15) Defacing restrooms, rest areas, work areas, bulletin boards or other university facilities including sabotage, unauthorized posting or removing of notices or signs from bulletin boards, or malicious destruction;
- (16) Performing work beyond the scope and authority of one's given position at the university;
- (17) Failure to cooperate with a police officer;
- (18) Failure to use time clocks/authorized timekeeping system to accurately record time worked;
- (19) Recording another employee's time;
- (20) Eating and/or drinking in unauthorized areas;
- (21) Actual and/or threatened physical abuse, fighting, intimidation or detention of any person on university owned or controlled property or at university sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person or involves the use of abusive language;
- (22) Making false or malicious statements concerning other employees, supervisors, students or the university;
- (23) Working another job while on an unscheduled absence (i.e., call in) or on an approved medical leave of absence;
- (24) Accepting unauthorized compensation, reward, gratuity, gift, bribe or kickback of any kind of value for any matter related to the employee's job as an employee of the state from firms or individuals from whom we buy or those we serve;
- (25) Accepting university services without paying or without permission;

- (26) Convicted of a criminal offense or charged with an offense which may affect the public perception regarding one's performance in a given position;
- (27) Unauthorized media contact without permission from the university institutional communications director;
- (28) Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other university activities, including its public service functions or of other authorized activities, on university owned or controlled property;
- (29) Gambling on university property;
- (30) Engaging in any form of unlawful harassment including use of obscene language, or gestures and/or materials;
- (31) Failure to maintain appropriate licensure, certification, and/or any other position specific requirement(s).

(D) Attendance and punctuality.

In order to maintain a safe and productive work environment, the university expects employees to be reliable and punctual in their reporting for and completion of scheduled work.

- (1) Failure to report an absence promptly before the starting time of a shift in accordance with departmental notification procedures;
- (2) Chronic or repeated absenteeism including patterned attendance;
- (3) Excessive tardiness;
- (4) Failure to report absences / abandonment of job;
- (5) Leaving the job without permission (e.g., quitting early without management permission).

(E) Appearance.

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image the university presents to customers and visitors. Employees are expected to present a neat and clean appearance and to dress according to the requirements of their respective position(s).

- (1) Inappropriate dress or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard (Employees who report or work dressed inappropriately as determined by management may be directed to punch out (if applicable) and return to work in proper attire);
- (2) Violation of any departmental policy related to appearance, grooming, uniforms, etc.

(F) Substance abuse.

It is the university's desire to provide a drug-free, healthful and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

- (1) Use, misuse/abuse, possession, or distribution of alcohol or of narcotic or dangerous drugs, as specified by the food and drug administration, except as expressly permitted by law;
- (2) Unlawfully manufacturing, selling, possessing, distributing, dispensing, using or purchasing a controlled substance;

- (3) Unlawfully conspiring, negotiating, or arranging to purchase, sell, possess, distribute, dispense, or use a controlled substance;
- (4) Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the university of a criminal conviction for drug-related activity occurring in the workplace. Report must be made within five (5) days of the conviction.

(G) Use of property.

Employees are expected to treat university property with respect and care and within the boundaries of applicable policy.

- (1) Unauthorized or improper use or possession of uniforms, identification cards, 2-way radios, badges, or permits, misuse or unauthorized use of university property, vehicles, telephone, computer/IS equipment, mail, email services, and/or information stored on any computer system;
- (2) Unauthorized possession or removal of university or another person's private property;
- (3) Unauthorized entry into or use of university facilities and/or equipment including unauthorized entry outside of assigned hours of work or entry to restricted areas or leased sites;
- (4) Failure to submit to inspection of any university locker upon the request of a supervisor or security officer.

(H) Safety.

Maintaining a safe and healthful work environment is a primary goal of the university. Following proper safety protocols is critical.

- (1) Unauthorized smoking or violation any other fire protection regulation (i.e., smoking in non-designated areas);
- (2) Failure to report defective equipment or safety hazards;
- (3) Illegal or unauthorized possession or use of firearms, explosives, other weapons or chemicals on university property or leased by the university except within the parameters of assigned work, e.g., the work of certified university police officers;
- (4) Failure to follow prescribed safety procedures, carelessness, inattention to duty or demonstrating negligence resulting in actual or potential loss or harm including horseplay;
- (5) Failure to use protective equipment, and any other violation of safety rules;
- (6) Failure to report as soon as possible, but no more than 24 hours, all accidents or injuries which occurred during working hours or while in the performance of state business, including traffic accidents, regardless of ownership of vehicles involved;
- (7) Unauthorized use of university vehicles or failure to possess a valid and current Ohio driver's license, if required as a job qualification and/or condition of employment.

(I) Outside activities and employment.

- (1) Transacting business as an employee of the state with any business entity in which the employee has an interest except as authorized by law (see also ethical conduct statement);
- (2) Engaging in any outside activities or employment that may impair the employee's independent judgment or his ability to perform his duties as an employee of the state.

It is best to avoid situations that may cause a question as to your integrity or motives. Employees who witness or have knowledge of such behavior are required to immediately report it to their immediate supervisor/manager or to the human resources department.

(J) Consequences if employees violate university policies

Disciplinary actions may have an effect on transfers and promotions as well as other situations in which performance is a determining factor.

Failure to follow university policies may result in discipline up to and including termination.

<p>Approved by:</p> <p><u>/s/ laj</u> Lloyd A. Jacobs, M.D. President</p> <p><u>March 22, 2010</u> Date</p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>01-027 Standards of Conduct, former Health Science Campus policy, previous review date 8/1/03;</i> • <i>3364-25-01 Standards of Conduct, HSC, previous review and approval 01/08/2008;</i> <p>Original effective date: January 1, 2008 Review/Revision Date: March 16, 2010 Next review date: March 16, 2013</p>
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