


Name of Policy: <u>Standards of conduct</u>		 Revision date: September 25, 2017 Original effective date: January 1, 2008	
Policy Number: 3364-25-01			
Approving Officer: President			
Responsible Agent: Associate Vice President & Human Resource Officer, Provost, Executive Vice President of Academic Affairs			
Scope : The University of Toledo – All Campuses			
Key words: rules, objectives, performance expectations, behaviors, standards of excellence, standards			
<input type="checkbox"/>	New policy proposal	X	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The University of Toledo’s goals of excellence are supported by a set of standards of conduct. The University seeks to encourage a safe and pleasant work atmosphere which occurs when everyone cooperates and commits to appropriate standards of conduct.

(B) Purpose of policy

In compliance with the provisions of section 3345.21 of the Ohio Revised Code, the board of trustees of the University has adopted standards of conduct and makes them applicable to all persons. 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.

(C) Scope

The policy applies to all employees except to the extent the activity or conduct is specifically governed by a separate agreement or University policy.

(D) Procedure

- (1) All vice presidents, deans, and other supervisors are responsible for the appropriate and consistent application of this policy. All vice presidents, deans, and other supervisors are also responsible for initiating the request for disciplinary action as soon as they are aware of a potential situation.
- (2) Employees are expected to become familiar with the established rules of the university and the departments in which they work. Employees are responsible for complying with and adhering to all performance expectations, policies and procedures. Employees are expected to conduct themselves in a manner both on and off duty that does not adversely affect the ability of the employee to perform the duties of their position.

- (3) General rules of conduct and policies have been established to help achieve the objectives of this policy. The expectation is that all employees are held to the highest standards of conduct in all areas related to their employment. Inappropriate conduct of any kind, including but not limited to, disruptive, discourteous, disrespectful, abusive behavior, substandard quality of work, theft, falsifying records, failure to properly record time worked or any other behavior deemed inappropriate will be subject to disciplinary action based on the circumstances of the situation
- (4) Employees should recognize that "failure of good behavior" may be grounds for disciplinary action. Failure of good behavior includes but is not limited to discourtesy to the public, absenteeism, tardiness, insubordination, inappropriate attire, and dishonesty.
- (5) In the event any University of Toledo employee is convicted of any felony the employee shall within ten (10) days, notify Human Resources and Talent Development. Failure to notify HRTD may subject the employee to discipline up to and including termination.

(E) Consequences if employees violate university policies

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

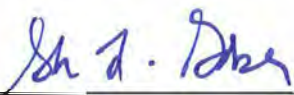
(F) Rights and responsibilities

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 and talent development department.

The University is committed to preventing retaliation and complaints of retaliation will be taken seriously as outlined in 3364-15-04 Non-retaliation policy.

<http://www.utoledo.edu/policies/administration/compliance/pdfs/3364-15-04.pdf>

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

<p>Approved by:</p>  <p>_____ Sharon L. Gaber, Ph.D. President</p> <p>September 25, 2017 _____ Date</p> <p><i>Review/Revision completed by: Associate Vice President & Chief Human Resource Officer</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>Previous 3364-25-01, effective date April 2, 2014</i> <p>Original effective date: January 1, 2008 Review/Revision Date: March 16, 2010; September 13, 2013; April 2, 2014; June 26, 2014, September 25, 2017 Next review date: September 25, 2020</p>
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