



Employee Code of Conduct Policy

As an employee of Elms College, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that in your professional life at the college, you refrain from any behavior that might be harmful to you, your co-workers, staff and faculty, and/or Elms College, or that might be viewed unfavorably by current or potential students, vendors, and visitors or guests of the college, and the public at large.

Your conduct reflects on Elms College. Consequently, you are encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that Elms College considers inappropriate and warranting of disciplinary action include but are not limited to:

1. Violating Elms College's non-discrimination, harassment and/or sexual harassment policies.
2. Engaging in and supporting workplace bullying by psychologically or physically harassing an employee of the college. Workplace bullying includes but is not limited to: engaging in behavior that intimidates, degrades, humiliates, socially isolates; criticizing and persistently fault-finding; undermining or impeding an employee's work; spreading gossip, innuendo and fabrications regarding an individual's character, abilities, etc., and otherwise creating a hostile or toxic work environment.
3. Fighting or using obscene, abusive, threatening or disrespectful language or gestures.
4. Excessive and/or unexcused absenteeism, tardiness and work breaks, and/or failure to properly notify a supervisor/department head of an intended absence or tardiness.
5. Excessive, unnecessary or unauthorized use of company supplies or equipment, particularly for personal purposes including the college's telephone, facsimiles and postal services.
6. Misuse or excessive personal use of Elms College e-mail and the Internet. Elms College email and Internet access is to be used for the purpose of facilitating the business of the college as specified in the college's *Electronic Communications Policy for Faculty & Staff*.
7. Reporting to work or engaging in college business after having consumed alcoholic beverages or while intoxicated, or under the influence of non-prescribed drugs, and the illegal manufacture, possession, use, sale distribution and/or transportation of drugs.
8. Theft, or attempted theft, of property from co-workers, staff, faculty, students, vendors, or the College.
9. Possession of firearms or dangerous weapons on college premises or while on college business.
10. Disregarding safety, security and/or business practice regulations or actively condoning such behavior in other employees.
11. Insubordination, or displaying an insubordinate attitude.

12. Falsifying employment or other college records, including but not limited to: employment applications, time and attendance reports, check requests, verification letters, etc. Falsification, including but not limited to, statements made during any Elms College conducted in-house investigation, misrepresentation of facts, circumstances, or willful omission of critical information pertaining to Elms College matters.
13. Failing to maintain the confidentiality of college information, documents, and records in accordance with the Confidentiality Policy and any other applicable college or college department policies concerning the confidentiality of college data, information, records, personnel files, employee salaries, benefits enrollment data, individual employee or employer premiums/contributions, etc. In addition to the aforementioned, employees are prohibited from divulging any and all of the college's financial status information, records, or data.
14. Misrepresentation, falsification or alteration of any requested medical documentation to either maintain, modify, limit or otherwise alter the continued employment of an employee.
15. Poor job performance and/or failure to abide by expectations in the performance of job duties.
16. Leaving the premises prior to the end of the established work schedule without prior approval from the supervisor/department head.
17. Willful neglect of job duties or carelessness in the completion of tasks.
18. Interfering with another employee's ability to do his or her job.
19. Any other conduct which is detrimental to the operation of the college, or which shows a disregard for the interests of the college, its employees, students, vendors or guests and visitors.

Should your performance, work habits, overall attitude, conduct or demeanor become unsatisfactory in the judgment of Elms College, based on violations either of the above-mentioned or of any other of the college's policies, rules or regulations, you will be subject to disciplinary action, up to and including termination.