



EMPLOYEE CONDUCT GUIDELINES

All University employees, should be mindful that they are representatives of the University and that their personal actions reflect upon the University's reputation. Professional standards of conduct presume that employees will engage in conduct consistent with the mission and interests of Franciscan University and respect the rights of other persons, their property, or the property of Franciscan University.

It is not possible to provide a complete list of every possible type of unacceptable behavior. However, in order to provide employees some guidance, the following are examples of types of conduct that are considered impermissible:

- Violation of University policies
- Sexual misconduct, including but not limited to, sexual harassment, sexual assault, sexual violence, dating violence, domestic violence, and stalking
- Unauthorized access, use, or release of confidential data
- Conflict of interest
- Unethical or illegal behavior
- Threatening behavior
- Discriminatory harassment
- Fraud
- Grossly negligent behavior
- Misrepresentation or falsification of documents or information.
- Failure to accept and/or perform job responsibilities including but not limited to insubordination, abandoning the job, or excessive absenteeism / tardiness
- Conduct inconsistent with the mission of the University.

The University reserves the right to investigate and address instances of alleged misconduct. Failure to adhere to standards of conduct or engaging in unacceptable behavior may result in disciplinary action, up to and including dismissal.