

General Rules of Conduct

(Excerpt from Personnel Policies and Procedures Manual)

4.18 General Rules of Conduct

All Stetson employees are expected to treat supervisors, fellow employees, students, and the public in a professional manner – that is with respect, integrity, courtesy, and a cooperative attitude.

More specifically, employees and representatives of Stetson University must truthfully respond to all job-related inquiries, follow the direction of their supervisor as well as those of the University administration; report regularly to work at scheduled starting time and dress appropriately. Appropriate dress is determined by job location. Uniforms will be required for employees in departments that furnish them. Specific safety equipment and/or apparel also may be required in certain departments. Inappropriate dress will be called to the employee's attention by his/her supervisor.

All University employees are expected to refrain from misconduct. The term will be more specifically identified by way of examples, since the penalty for misconduct is immediate disciplinary action up to, and including immediate dismissal. Misconduct includes, but is not limited to:

- fighting;
- unauthorized possession or storage of weapons or firearms on university premises;
- using abusive language;
- damaging University or a co-worker's property;
- altering, falsifying, or damaging any time records;
- consuming alcohol on University premises (with the exception of University functions with authorized serving of alcohol) or reporting to work under the influence of alcohol;
- possessing, using (unless medically prescribed), buying, or selling drugs; or
- leaving University premises or work site without permission.