

UNIVERSITY OF DELAWARE

CONDUCT CODE

The following conduct violations are grounds for disciplinary action up to and including discharge. Specific violations listed below do not represent all conduct violations for which an employee may be disciplined.

1. Violation of safety rules.
2. Leaving work area or department without authorization.
3. Entering a work area or department without authorization during work hours for a purpose other than the performance of assigned duties.
4. Failure to return promptly to work after lunch or break period.
5. Loafing, loitering or sleeping on the job.
6. Failure to show University ID card upon request by authorized personnel.
7. Any careless or willful act resulting in damage, destruction, abuse or misuse of University property.
8. Failure to follow instructions of supervisor, group leader, or authorized personnel.
9. Unauthorized solicitation of funds, sale of goods or distribution of literature on University property.
10. Permitting a University ID card, passes, keys or other property to be used by another person.
11. Unauthorized duplication of University keys.
12. Falsification of time cards, production reports, employment application or any University records.
13. Disorderly conduct.
14. Possession of knives, firearms or other weapons on University property.
15. Stealing or unauthorized possession or utilization of University or personal property.
16. Possession, consumption, distribution or offer for sale of alcoholic beverages, controlled drugs or other stimulants or depressants on University premises.
17. Being unfit to work due to the use of alcoholic beverages, controlled drugs or other stimulants or depressants.
18. Sexual harassment of fellow employees or other persons on University premises.
19. Being absent without reasonable cause or proper notification.
20. Reporting to work late.
21. Violation of other University or department policies or rules.

My immediate supervisor has reviewed the Conduct Code with me and I understand that violations are grounds for disciplinary actions including possible termination of employment.

Employee's Signature

Date

Supervisor/Designee's Signature

Date