



## Standards of Conduct

Indiana Wesleyan University hopes that your working relationship with the University will be mutually satisfactory. However, an individual's employment will continue only so long as the employee is satisfied with the University and the University is satisfied with the employee. Just as the employee may resign at any time, he or she may be disciplined or discharged at any time. The University makes no promise of continued employment for a specific period of time.

Any employee who performs his or her job in a manner that the University, in its sole discretion, deems to be unsatisfactory or is otherwise guilty of misconduct will be subject to discipline.

Because circumstances vary in each case involving possible disciplinary action, each situation will be handled on an individual basis. The types of formal discipline that may be imposed include verbal warnings, written warnings, suspensions (including working), and termination. Among the types of conduct that may result in discipline, up to and including termination, depending on the seriousness of the offense in the judgment of the University's management, are the following:

- Insubordination, including, without limitation, the refusal promptly to obey a supervisor's orders or to perform any assigned work.
- Theft of University property or the property of other employees.
- Willful misuse, destruction, or damage to University property or the property of other employees.
- Excessive absenteeism or tardiness.
- The use, possession, consumption, or sale of intoxicants, including alcohol or controlled substances, on University property or while on University business.
- Reporting to work under the influence of intoxicants, including alcohol or controlled substances, or reporting to work while suffering from an alcoholic hangover which interferes with job performance and/or safety.
- Threatening, harassing, or inflicting bodily harm against any employee or customer of the University.
- Acts of espionage or sabotage against the University.
- Dishonesty or falsification of University records including, but not limited to falsification of employment applications, other personnel records, or expense reports; intentionally giving false information to management personnel; and concealing defective work.
- Making false, misleading or malicious statements about other employees, the University or the University's practices.
- Violation of established safety rules or safety practices.
- Disclosing confidential material or information to unauthorized persons.
- Failure to report for work when scheduled for three (3) consecutive days without notifying or obtaining permission from the supervisor.
- Immoral or indecent conduct on University property.
- Use of profane, obscene, abusive or disrespectful language on University property.
- Punching in or out the time card of another employee or falsifying time records of self or others.
- Leaving University premises during work hours without the permission of a supervisor.
- Violation of University solicitation and distribution rules.
- Failure or refusal to fully cooperate in an investigation conducted by the University, including, but not limited to, refusal to submit to one or more lie detector and/or blood or urinalysis tests.
- Possession of weapons.
- Violation of local, state, or federal laws.
- Smoking in a designated non-smoking area.

- Intentionally discriminating against employees, customers, or any individual in violation of applicable laws and engaging in harassment of any employee.
- Engaging in unauthorized personal business during work hours.
- Neglecting job duties and responsibilities, including poor performance.
- Unauthorized use of University property and equipment, including telephones, software, fax machines, computers, copy machines, mail services, and other institutional belongings.
- Inability to meet minimum standards for the essential functions established for the position.
- Violations of the Community Lifestyle Standards.

The examples of prohibited conduct listed above are not, and are not intended to be, exhaustive or exclusive. Prohibited conduct for which an employee may be disciplined or discharged may exist in forms other than listed in the foregoing examples. Indiana Wesleyan University reserves its right to discipline for offenses as it, in its sole discretion, deems appropriate.