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## Policy Information

**Effective Date:**

January 27, 2020

**Last Revised Date:**

January, 2020

**Policy Number:**

USM 5-107

**Responsible Unit:**

Division of Human Resources

**Email:**

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## Purpose and Summary

The University Staff Standards of Conduct Policy describes the behaviors expected of University Staff and provides examples of behaviors that are unacceptable.

The University of Arizona is committed to sustaining a community that advances learning and innovation.

### **We are inclusive and respectful.**

We demonstrate respect for people with varied beliefs, ideas, experiences and perspectives. While we may not always agree with the ideas and opinions of others, we honor their right to express them.

### **We demonstrate integrity and follow established standards.**

We set high standards for ourselves, honor our commitments, demonstrate fairness and honesty, and follow appropriate standards in all of our duties. We follow laws and University and Arizona Board of Regents policies, and we avoid real and perceived conflicts of interest. We ask questions when we are unsure about an appropriate course of action.

## **We protect University assets.**

We are good stewards of University resources entrusted to us and do not use these resources for personal gain or benefit. As University ambassadors and advocates, we recognize our obligation to represent the University well.

## **We provide a safe environment for those who work, learn, and visit us.**

We do not tolerate discrimination, harassment, or behavior that intimidates, threatens, demeans, or harms another person. We work to resolve differences constructively, look out for each other, and promptly report issues of concern.

## **Scope**

This policy applies to all University Staff.

## **Policy**

### **Unacceptable Behavior**

While it is not possible for the University to define every situation that would be unacceptable, the following behaviors are examples that would be considered misconduct:

- Conduct that could result in personal injury, injury to another person, or damage to property.
- Bringing weapons to work.
- Engaging in disruptive behavior as described by the University's Workplace Violence Policy.
- Discourtesy toward others; failure to work harmoniously with others or serve the public with courtesy.
- Engaging in discriminatory behavior as defined by the University's Nondiscrimination and Anti-Harassment Policy, or failure to cooperate with any investigation related to discriminatory behavior.
- Falsifying records or documents.
- Fraud or misrepresentation of University-related information.
- Inappropriately releasing sensitive or confidential information such as student records, medical information, trade secrets, or personal information about employees, alumni, or donors.
- Failing to follow information security protocols.
- Stealing or misusing University assets, including but not limited to University vehicles, facilities, equipment, information assets, intellectual property, and supplies.
- Using University resources for non-work purposes or activities that do not benefit the University.
- Smoking, vaping, or using tobacco products while on University property or in University vehicles.
- Working while under the influence of alcohol or consuming alcohol at work or during breaks, except when alcohol is specifically permitted at a University-sponsored social event.
- Possessing, using, or working while under the influence of any controlled substance not prescribed by a health-care provider. Medical marijuana is not permitted on the UA campus.
- Using University equipment to view or share sexually explicit materials unless these materials are related to University duties.
- Using University time or resources in political activity for or against any candidate or

legislation.

- Absence without legitimate excuse and/or failure to follow departmental notification procedures; chronic or repeated absenteeism or tardiness.
- Failure to maintain appropriate personal appearance, including uniform and style of dress according to departmental standards.
- Failing to complete timesheets promptly and accurately, reporting and recording all time worked and time off.
- Refusing or failing to perform assigned duties, unless doing so is illegal or endangers the health or safety of the employee or others.

## **Related Information\***

[Performance Management Guidelines](#) [2]

[Workplace Violence](#) [3]

[Information Security Program Policy](#) [4]

[Misuse of University Assets](#) [5]

[Nondiscrimination and Anti-Harassment Policy](#) [6]

[Political Activity and Lobbying Policy](#) [7]

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### **Source URL:**

<https://policy.arizona.edu/employment-human-resources/university-staff-standards-conduct-policy>

### **Links**

[1] <mailto:hrcolutions@email.arizona.edu>

[2] <http://policy.arizona.edu/performance-management-guidelines>

[3] <https://policy.arizona.edu/human-resources/workplace-violence>

[4] <http://policy.arizona.edu/information-technology/information-security-program-policy>

[5] <http://policy.arizona.edu/business-and-finance/misuse-university-assets>

[6] <http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>

[7] <https://policy.arizona.edu/ethics-and-conduct/political-activity-and-lobbying-policy-interim>