

## Rules of Conduct

Certain standards of performance and conduct must be maintained in any work group. Generally, these standards are recognized and observed by individual members of the work group without any need for action by the supervisor. When an employee does not observe these standards, counseling or an oral reminder by a supervisor normally results in the employee observing these standards in the future. Offenses, which may result in discipline or discharge, include, by way of example, but are not limited to:

- Fraud in securing your job
- Unexcused absences
- Failure to respect confidentiality
- Intoxication on the job or abuse of other drugs or chemical substances
- Willful disobedience
- Failure to wear attire deemed suitable by the College or meet the College's hygiene and grooming standard
- Discourteous treatment of students, other College employees and/or the public
- Dishonesty
- Inefficiency or incompetence
- Unsatisfactory work performance
- Unsafe acts
- Harassment

These rules are to be used only as a guideline and are not intended to cover all of the offenses for which disciplinary action could result. The range of disciplinary action may include (but is not limited to) oral or written reprimand, probation, suspension without pay and/or benefits, demotion and discharge. The appropriateness of the penalty in each case shall be determined by the College.