



POLICY & PROCEDURE DOCUMENT

NUMBER: 4.8001

DIVISION: Strategy, Operations and Finance

TITLE: Standards of Conduct

DATE: October 27, 1998

REVISED: June 11, 2024

Policy for: All Employees

Authorized by: Department of Human Resources

I. Purpose and Scope

Western Kentucky University employees are expected to perform their job duties in a professional and responsible manner which includes maintaining the highest levels of honesty, integrity, and ethical principles. Employees are expected to be good stewards of University resources, and courteous and respectful in workplace relationships.

II. Policy

Inappropriate conduct is behavior that negatively impacts the unit, University, or student learning, and includes, but is not limited to, the following:

- A. Misrepresentation, falsification, or omission of substantive information in employment applications, timesheets, or other official University records
- B. Job abandonment, excessive absences or tardiness
- C. Failure to perform job duties in a timely, competent, and responsible manner
- D. Blatant or repeated disregard for or failure to follow directions of supervisor based on the employee's job responsibilities and the authority of the supervisor
- E. Endangering the personal well-being and safety of others in the workplace, including physical altercations, engaging in verbal abuse, threatening or violent acts, intimidation or other acts of aggression toward other employees, students, clients, or visitors. (See Policy [4.8051 Workplace Violence](#))
- F. Sexual harassment of other employees, students, clients, visitors or others (See Policy [0.2070 Sex and Gender-Based Discrimination, Harassment, and Retaliation](#))
- G. Possession of illegal substances on University property

- H. Working while under the influence of alcohol, the unauthorized consumption of alcohol while conducting official University business, or alcohol abuse at University-related social events
- I. Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons on University property (See Policy [0.2021 Dangerous Weapons/Destructive Devices](#))
- J. Acts of unlawful discrimination including, but not limited to unlawful discrimination based upon race, creed, gender, age, religion, national origin, or disability status (See Policy [0.2040 Discrimination and Harassment](#))
- K. Conviction of any crime or behavior which reflects adversely upon the University and/or adversely affects the ability to effectively perform job duties
- L. Unauthorized use or misuse of University computer systems (See Policy [5.5023 Information Technology Acceptable Use](#))
- M. Failure to pay monies owed or satisfy personal financial obligations to the University
- N. Theft or unauthorized removal, use, or disposal of University property
- O. Failure to follow University and/or departmental policies or state or federal law. All employees are expected to report violations of any law or university policy to their supervisor or appropriate leadership.
- P. Inappropriately disclosing sensitive, confidential, and/or proprietary information
- Q. Not disclosing actual or perceived conflicts of interest or commitment (See Policy [0.2050 Institutional Conflict of Interest Policy and Procedures](#))
- R. Scientific or research misconduct (e.g., data fabrication or falsification)
- S. Failure to cooperate (in coordination with General Counsel) with government investigations as required by law

III. Procedure

Failure to comply with standards of conduct will result in appropriate disciplinary action up to and including termination of employment. (Non-faculty see Policy [4.8501](#)). Faculty employees may only be dismissed following guidelines in the Faculty Handbook (See Section [VII. Termination of Faculty](#)).

IV. Related Policies

V. Reason for Revision

Ensure policy language is applicable to both faculty and non-faculty employees, as well as consistent with language found in policies referenced within.

Appendices: