1. **Policy Purpose Statement**

Kennesaw State University (KSU) Conduct Guidelines provide operating principles and offer tools to help employees make decisions that align with the University's professionalism standards, ethical expectations, and legal obligations. All employees are to act with honesty, integrity, and professionalism. Exhibiting professional behavior, adhering to the highest ethical standards, and doing the right thing are driving forces behind a successful working environment.

2. **Background**

KSU Conduct Guidelines are designed to provide guidance in conducting University business in a manner consistent with maintaining a mutually respectful working environment.

3. **Scope (Who is Affected)**

All employees (faculty, staff, students), temporary workers, third party vendors, non-paid affiliates, and registered visitors.

4. **Exclusions or Exceptions**

N/A

5. **Definitions and Acronyms**

**Human Resources (HR):** KSU Office of Human Resources.

**Non-paid Affiliate:** Individual not employed by KSU whose campus function presents in a manner like that of an employee and requires access to campus facilities/system(s).

**Policy Portal:** Official, public website for distribution of approved University policies and associated information.

**Registered Visitor:** Guest requiring access to campus facilities, generally for longer than five (5) business days.

**Temporary Workers:** Employees hired for a limited period.
Third-Party Vendors: Entities under a contractual obligation with KSU.

6. Policy

All individuals (i.e., all employees (faculty, staff, students), temporary workers, third party vendors, non-paid affiliates, and registered visitors) on the KSU campus must follow the code of conduct. All are expected to avoid offensive behavior, participation in serious disputes, and disruption in the workplace. Common sense, good judgment, cooperation, and appropriate personal behavior are required. KSU expects that employees will foster a well-organized, respectful, and collaborative environment.

Compliance with law

All employees must comply with all environmental, safety, and governing laws and regulations. KSU expects employees to be professional, ethical, and responsible when dealing with University finances, products, partnerships, and public image.

Respect in the workplace

All employees must respect their colleagues. Any form of discriminatory behavior, harassment, inappropriate behavior, or victimization is unacceptable. Employees must adhere to KSU’s Non-Discrimination Policy in all aspects of their work.

Protection of University Property

All employees should treat the University’s property, whether material or intangible, with respect and care.

Employees:

- Cannot misuse University equipment or use it irresponsibly
- Must respect all forms of University property, including trademarks, copyright, and other property (information, reports, etc.), which are utilized only to complete job duties.
- Must protect University facilities and other material property from damage and vandalism, whenever possible

Professionalism:

All employees must show integrity and professionalism in the workplace such as:

1. Be productive
   Manage time efficiently at work. Establish priorities, set goals, and create action plans to meet deadlines.
2. Maintain effective work habits
   Prioritize, plan, and manage assignments and projects. Follow up and follow through with the supervisor and team members.
3. Demonstrate integrity
   Be accountable for work and actions while behaving ethically at all times. Speak to and about others in a kind, civil, and respectful manner.
4. Provide excellence
   Produce work and results that reflect a sense of pride and professionalism.
5. **Be a problem-solver**  
When there are problems and obstacles, brainstorm solutions and alternatives before meeting with a supervisor.

6. **Be resilient**  
Develop coping skills to manage setbacks and challenges with a positive and constructive attitude.

7. **Communicate effectively**  
Practice professional interpersonal communication skills both on-line and in person

**Personal appearance**  
All employees are responsible for being informed of and compliant with the dress code and personal appearance guidelines specific for their department and/or job function.

**Corruption**  
Employees must adhere to the University System of Georgia (USG) Gratuities Policy. Bribes are prohibited for the benefit of any external or internal party.

**Job duties and authority**  
All employees must fulfill their job duties with integrity and respect toward each other, students, stakeholders, and the community. Leaders must not abuse their authority. They are expected to delegate duties to their team members considering their competencies and workload. Likewise, employees are expected to follow leadership instructions and complete duties with skill and in a timely manner. Mentoring is encouraged throughout the University.

**Inappropriate Conduct**  
There are areas of common conduct that are unacceptable. The list below includes, but is not limited to, examples of inappropriate behavior and/or conduct:

- Falsification of work, job duties, or records
- Working under the influence of alcohol or an illegal substance
- Inappropriate handling or disclosure of confidential information or records
- Insubordination
- Submission of falsified claims under the University’s medical or other benefit plans
- Excessive absenteeism or tardiness
- Sleeping on the job
- Failure to maintain professional standards or conduct with clients, coworkers, and students
- Neglect of duty or failure or refusal to perform job-related duties and assignments
- Illegal manufacture, possession, use, sale, or distribution of drugs; or use of alcoholic beverages on University premises
- Refusal to cooperate with a Kennesaw State investigation
- Larceny, misappropriation, or unauthorized possession or use of property belonging to Kennesaw State University or any employee or visitor
- Creating unsafe conditions or contributing to such conditions by act of omission
- Misappropriation of departmental or organizational funds
- Unauthorized possession, copying, or use of University records to unauthorized persons
- Threatening, intimidating, harassing, propositioning, or coercing of another employee
- Gambling on University premises or while engaged in University business
- Violation of the University Non-Discrimination Policy or Sexual Misconduct Policy
7. Associated Policies/Regulations
   a. Board of Regents Policy Manual, Section 8.2.18, Personnel Conduct
   b. Student Codes of Conduct
   c. Non-Discrimination Policy
   d. USG Human Resources Administrative Practice Manual, Employee Relations: Gratitude

8. Procedures associated with this policy
   a. Employee Handbook, Section 1.8, Termination Guidelines
   b. Employee Handbook, Section 8.0, Employee Performance and Conduct
   c. Employee Handbook, Section 8.4.2, Progressive Discipline

9. Forms associated with this policy
   Progressive Performance Process: Disciplinary Action Form

10. Violations

Progressive Discipline for Employee Conduct Policy Violations

When an employee’s performance or behavior is unsatisfactory, managers must utilize the progressive discipline process. The steps involved in the process may include verbal discussion, written warning, or termination. Any disciplinary step may be omitted depending upon the severity of the incident.

Department management must review circumstances and related information with Human Resources and supply appropriate documentation. If Human Resources and Legal Affairs approve the termination, it is advised, when possible, that the termination be communicated both verbally and in writing. The written letter of termination should include the reason for termination, effective date, rights to the grievance process, and applicable information regarding termination from the University. Human Resources will provide direction on composing the letter of termination.

11. Review Schedule

This policy is reviewed annually by the Chief Human Resources Officer or designee.