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Approved by: Chancellor's Cabinet

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January 3, 2017

## WORKPLACE CONDUCT POLICY HR-14-16-6

### INTRODUCTION

UW-Green Bay has general expectations for professional conduct by employees, volunteers, and those acting on behalf of the University.

This policy outlines the expectations of proper conduct and behavioral standards. These expectations do not preclude any department or work unit from establishing additional workplace expectations necessary for the effective operation of the unit. These expectations are not meant to and shall not interfere with other applicable laws, policies, regulations or academic freedom.

All departments and work units are expected to submit workplace expectations to the Area Leader and Human Resources for review and approval. All approved workplace expectations will be housed on the [UW-Green Bay Human Resources workplace expectations website](#).

### GUIDELINES

A. **Be Fair and Respectful to Others.** Every employee shall be courteous and respectful in interactions with students, other employees, members of the general public or any other individual when acting on behalf of the UW System. Other expectations in furtherance of this principle include but are not limited to:

- Avoid all forms of harassment, abuse, illegal discrimination, threats, or violence;
- Comply with UW-Green Bay's [Policy Prohibiting Harassment and Discrimination](#);
- Provide equal access to programs, facilities, and employment;
- Treat others with fairness and impartiality;
- Promote conflict resolution.

[UWS 18.10](#) defines specific offenses against public safety and [UWS 18.11](#) defines offenses against public peace and order.

B. **Protect and Preserve UW System Resources.** Employees shall responsibly use and care for UW System property. UW System property, services, resources, or information shall not be used for personal gain. Other expectations in furtherance of this principle include but are not limited to:



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- Use UW System property, equipment, finances, materials, information technology, electronic and other systems and other resources for legitimate UW System purposes (See [UPS Operational Policy WE 4: Use of Information Technology Resources](#) and UW-Green Bay [Staff Acceptable Use Policy for Technology and the Internet](#));
- Promote efficient operations and prevent waste and abuse.

[UWS 18.12](#) defines property offenses and [UWS 18.08](#) further defines personal conduct prohibitions.

C. **Act Ethically and with Integrity.** All employees shall act according to the highest ethical and professional standards of conduct (See [RPD - Code of Ethics](#)) and [Wis. Stat. § 19.45\(11\)\(b\)](#)). UW System employees are expected to, among other things:

- Be personally accountable for individual actions;
- Fulfill obligations owed to students, clients, and colleagues;
- Conscientiously meet UW System responsibilities.

D. **Contribute to a Healthy and Safe Workplace.** The UW System strives to promote health and safety in the workplace. It is the responsibility of all to ensure a safe, secure, and healthy environment for all. General expectations in this regard include but are not limited to:

- Dangerous weapons are not allowed on any UW System property;
- Illegal drugs are not allowed on any UW System property;
- The use of alcohol is limited to those areas on UW System property where allowed by law;
- Any individual acting in any capacity on behalf of the UW System shall not do so while under the influence of alcohol or illegal drugs.

[UWS 18.09](#) defines alcohol and drug prohibitions, [UWS 18.10](#) defines offenses against public safety, [UWS 18.11](#) defines offenses against public peace and order, and [UWS 18.15](#) defines additional statutory penalty provisions regulating conduct on university lands.

E. **Promote a Culture of Compliance.** The UW System is committed to meeting legal requirements and to fostering ethical and lawful conduct. Expectations for UW System employees include:

- Learn and follow all applicable laws, regulations and UW System policies and procedures;
- Protect the security, integrity and confidentiality of university information and records where appropriate and required by law;
- Be proactive to prevent and detect any compliance violations;
- Report suspected violations.

F. **Proper Personal Conduct.** UW-Green Bay employees are expected to comply with the following forms of conduct established to assist the University in attaining its objectives in an orderly and efficient manner.

- Adhere to and comply with assignments or instructions.
- Refrain from unauthorized personal business during work hours.
- Maintain ethical and accurate records.
- Comply with health, safety and sanitation rules and regulations as outlined in the [UW-Green Bay Workplace Safety Policy](#).



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- Assure attention, care, respect and regard in performance of all position responsibilities.
- Report promptly during work hours and break times. Observe appropriate time limits for approved break periods.
- Comply with department requirements for review and approval of scheduled and unanticipated absences.
- Maintain appropriate dress and hygiene. Comply with department requirements for dress and apparel.

## RESOURCES

UPS Operational Policy [WE 3: Workplace Conduct Expectations](#)

Wisconsin Admin. Code Chapter [UWS 18](#), Conduct on University Lands

Regent Policy Document [Code of Ethics](#) (effective July 1, 2015)

UPS Operational Policy [GEN 11: Workplace Safety](#)

UPS Operational Policy [WE 1: Code of Ethics](#)