Title

Employee Code of Conduct

HR Policy No: 10.004
Page: 1 of 2
Revised: March 1, 2019

Purpose

To provide guidance and understanding of the responsibilities and behavioral expectations inherent in employment at Providence College.

Applicability

All Employees

Policy

Providence College is a community dedicated to the education of its students within the context of the College's mission and its values. Individuals employed at the College have the responsibility to treat each other with dignity and respect and to help one another while working within the respective areas. All employees are expected to exercise a high degree of integrity, sound judgment, and to behave ethically and in accordance with generally accepted sound business practices and with the Mission of the College. Each employee needs to respect and adhere to the College's behavioral expectations and to conduct himself/herself professionally.

The following examples of unacceptable conduct, although not all inclusive, are meant to state what the College clearly believes is inappropriate behavior by its employees.

- Failure to support and uphold the Mission of the College;
- Unwillingness or inability to work in harmony with others, discourteous conduct or insubordination;
- Dishonesty, theft, or wrongful use or possession of College property, merchandise, funds, or the property of others;
- Unauthorized possession, or use, or being under the influence of alcoholic beverages on College premises or while engaged in College business;
- Possessing, processing, dispensing, selling, using or being under the influence of a controlled substance or illegal drug (except in accordance with physician instruction) on College premises or while engaged in College business;
- Disregard for safety and security of self or others while on College property or while engaged in College business;

- Use of profane or obscene language, fighting, intimidation, threatening or harassing fellow employees, supervisory personnel, students, or visitors;
- Possession or use, or threat of use, of a weapon, firearm, or explosive on College property;
- Misrepresentation, falsification, or alteration of any official College documents or forms including, but not limited to, timecards, time sheets, or employment applications;
- Deliberate or reckless destruction of College property or equipment;
- Conviction or entry of a plea of guilty or no contest to a felony or a misdemeanor in state or federal court which carries a jail term of not less than one year, or renders the employee unable to perform the duties or responsibilities specific to a position at Providence College;
- Moral turpitude;
- Violations of specific College policies and/or procedure. College policies would include those pertaining to smoking, computer use, confidentiality, and other work-related processes.

The above are examples that could result in immediate, involuntary termination. An employee discharged for cause is not eligible for rehire. Providence College reserves the right to discipline employees on a case-by-case basis and to terminate employment without prior notice.

Responsibility

The associate vice president for human resources, or his/her designee, is responsible for overall administration of this policy.