

Conduct Guidelines

Each employee must be responsible for his own behavior. Common sense, good judgment, cooperation, and appropriate personal behavior are part of the essential responsibilities of every employee at UWG.

Examples of Inappropriate Conduct

Across the University of West Georgia, there are common themes for performance. Though jobs may vary across the University, there are some common conducts that are unacceptable. The following are examples of inappropriate behavior:

- Falsification of employment or other records, including timesheets
- Working under the influence of alcohol or an illegal substance
- Inappropriate handling or disclosure of confidential information or records
- Submission of falsified claims under the University's medical or other insurance plans
- Excessive absenteeism or tardiness
- Sleeping on the job
- Failure to maintain professional standards of conduct with clients and co-workers
- 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 an audit or investigation authorized by UWG President or an authorized agency with oversight of UWG
- Larceny, misappropriation, or unauthorized possession or use of property belonging to the University of West Georgia or any employee or visitor
- Creating unsafe conditions or contributing to such conditions by act of omission or neglect
- Misappropriation of departmental or organizational funds
- Unauthorized possession, copying or release of University records to unauthorized persons
- Threatening, intimidating, harassing or coercing of another individual
- Gambling on University premises or while engaged in University business
- Violation of the University nondiscrimination or sexual harassment policy

The conduct listed above is not an exhaustive list of inappropriate conduct. Employees participating in such conduct will be subject to disciplinary action including termination.

SOURCE: [UWG Employee Handbook, 2015](#)
[Employee Performance and Conduct](#)
[Conduct Guidelines](#)