



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Code of Conduct – Staff

Policy:

Absenteeism and Tardiness

Employees are required to report for duty at the time scheduled and be prepared for duty at the beginning of their work period. Employees who are repeatedly late for work are subject to appropriate disciplinary action, up to and including termination of employment.

Discipline

Supervisors are expected to use appropriate corrective measures for those offenses that normally warrant disciplinary action (refer also to termination policy). Actions may include but are not limited to reprimand, probation, suspension, downgrading, administrative leave with pay/ without pay and/or recommended dismissal.

Etiquette During Use of Telephone and Other Electronic Communications

Employees are representatives of Alcorn State University. Therefore, prompt, courteous telephone etiquette is expected of all employees. University-owned telephones are to be used to conduct University business. However emergency personal calls may be made. The University reserves the right to monitor employees' voice-mails, emails and Internet access as deemed necessary and appropriate in order to protect the best interest of the institution.

Horseplay

Horseplay is not permitted on University premises. Tools or equipment are to be used for the specific purposes for which they are designed. Horseplay is a serious matter that may result in injury to employees. Employees engaging in horseplay while on duty or University premises are subject to disciplinary action, up to and including termination.

Personal Behavior

Alcorn State University employees are to conduct themselves in a professional manner at all times. Loud noise, including inappropriate singing, whistling, arguing and other types of loud noise are not tolerated in the workplace. Supervisors are called upon to maintain professional work environments and are expected to use corrective measures to maintain professional decorum.

Safeguards for University Equipment and Supplies

All employees who handle University equipment are responsible for the care and security of such equipment while it is under their control. Employees are not permitted to use University equipment for personal reasons. Unauthorized use, removal or destruction of University equipment or property may be cause for immediate dismissal. Employees found guilty of carelessness or of mischievous, malicious or willful destruction of University equipment or loss of property may be required to pay for the repair, recovery or replacement of such equipment or property. In addition, appropriate disciplinary action, up to and including termination, may be imposed.

Safety

Safety regulations along with all other precautions normally expected must be enforced by alert supervision. However, all employees are expected to assist with making the University a better place to work by observing safety regulations and reporting unsafe conditions and practices. Workers' Compensation is provided for employees who are injured while on duty.

Solicitation on the Job

It is strictly prohibited for anyone to solicit employees or visitors on any matter while on University premises without approval from appropriate University officials. Violation of this policy will subject employees to disciplinary action. Employees who observe persons making unauthorized solicitations should report this to their supervisors immediately.

Smoking

Smoking is prohibited in any Alcorn State University-owned or leased building and vehicle, to include all offices, classrooms, residential housing, hallways, dining facilities, restrooms and athletic facilities. Smoking is prohibited in outdoor areas that are shared in close proximity to the public. Smokers must maintain a distance of 50 feet or more from any enclosed area where smoking is prohibited to insure that secondhand smoke does not enter the area through entrances, windows, ventilation systems or any other means. The use of tobacco products is prohibited on any property owned, leased or controlled by the University. This includes all on-campus and off campus facilities. All University workspace and classroom areas under the University's control shall be smoke-free even if the building owner or lesser(s) does not prohibit smoking.

Use of University Logo

It is a violation of University policy to use the name of Alcorn State University or any of its graphic identification symbols in printed material intended to endorse or promote individual enterprises, or to otherwise enhance private gain without the written permission of the University President/IEO.