

Employee Behaviors that May Result in Disciplinary Action

(drawn from Colgate's "Personnel Policies and Benefits Handbook for Administrators, Technicians and Support Staff")

Colgate may take disciplinary action, up to and including termination, against any employee for failing, in Colgate's sole discretion, to adhere to certain standards of behavior. Such failure is frequently reflected in certain actions by the employee, including, but not limited to, the examples found here:

- Failure to properly perform the duties or fulfill the responsibilities to which assigned, including wasteful and inefficient use of materials, supplies, or equipment;
- Working overtime without receiving prior authorization;
- Making unauthorized commitments or expenditures on behalf of Colgate;
- Failure to promptly notify Colgate of inability to report to work;
- Violations of University safety policies, causing hazardous or dangerous situations, or failing to report and/ or remedy such situations;
- Disregard for, abuse of or failure to comply with Colgate policies;
- Misuse of confidential or proprietary information pertaining to fellow employees or affairs of Colgate;
- Disobedience: failure through neglect or procrastination to follow instructions, procedures, and policies;
- Reporting for work under the influence of liquor, unauthorized prescribed drugs, or any other intoxicant.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. An employee should not assume that his/her conduct and job performance is acceptable simply because s/he refrains from the above-listed examples of prohibited conduct.

Although it is the University's policy to have progressive discipline prior to termination, circumstances may dictate a deviation from this policy. In addition, there may be circumstances which, because of their nature, will result in immediate termination of an employee without prior warning. This category may include insubordination; sale, possession or unauthorized use of alcoholic beverages, unauthorized prescription drugs or illegal substances on campus; theft, misuse or destruction of University property (including computer data and software); willful mistreatment of fellow employees or students, including rude actions, abusive or obscene language; engaging in unsafe or destructive conduct; assault or fighting; inappropriate or disruptive behavior; threatening, intimidating, or coercing fellow employees on Colgate premises at any time and for any reason; unauthorized possession or concealment of firearms (loaded or unloaded) or other weapons on Colgate premises at any time; sexual harassment; falsification of any college record, including original employment application; unlawful, indecent or immoral conduct; dishonesty; or negligent actions which would cause injury to fellow workers or similar conduct or activity.

Colgate expects employees to recognize that standards of performance will and do change as it strives to respond to changing circumstances and to meet its objectives for continued growth and improvement. As a result, employees should not assume that performance considered acceptable in the past will be acceptable in the present or future. Instead, employees should be guided at all times by a commitment to excel.

For questions or concerns about a student employee's behavior, please contact Student Employment at studentemployment@colgate.edu or at x6442.