

EMPLOYEE STANDARDS OF CONDUCT AND RESPONSIBILITIES

Standards of Conduct

The College's Statement of Purpose notes that integrity, honesty, and concern for others are dominant forces at Haverford. The College is also committed to operating in compliance with all external requirements and regulations. Employees are expected to adhere to these values and standards, and employees are expected to conduct themselves honestly, professionally, and ethically at all times.

Staff employees are expected to be fit for duty during work hours. A staff employee may be considered unfit for duty if they are incapable of performing assigned duties in a proper, safe, and competent manner for any reason. The abilities to safely and competently perform the skills associated with a given job, as outlined in the employee's job description, will be assessed by the supervisor's impartial, specific, and verifiable observations. Such observations include an employee's physical appearance, behavior, cognitive function, changes in performance, and attendance. Human Resources will direct employees identified as unfit for duty to the appropriate support services with the goal of successfully returning the employee to work in the future.

All staff employees are expected to observe the College's standards of conduct. Certain misconduct is of such serious nature that immediate dismissal may be warranted without prior warning or discipline. Examples of such are as follows: refusing to perform job assignments given by the supervisor; dishonesty; theft from the College, its suppliers, students, or employees; deliberate damage to College property; physical fighting; providing falsified information on an employment application, time card, or other College document; unlawful possession, use, or distribution of alcohol; intoxication while at work; the illegal use, sale, manufacture, possession, or distribution of drugs or narcotics; sexual misconduct, inappropriate sexual conduct, harassment, and/or discrimination; the possession or use of firearms or other weapons on College premises including in an employee's own vehicle; or the use or threat of violence.

The expectations and responsibilities outlined in this section are not intended to be all-inclusive and do not cover every possible situation. These rules are intended to complement the policies of the

Office of Human Resources and the College Business Standards. Haverford College will take reasonable disciplinary action for violation of established institutional and departmental expectations.

Employee Responsibilities

Employees of Haverford College are expected to be guided by the following general principles:

- Arrive and depart from work at the time scheduled
- Be responsible in performing job duties
- Meet reasonable standards of efficiency
- Respect the personal and property rights of Haverford students, staff, faculty, and administrators as well as visitors to the Haverford campus
- Treat all colleagues, other staff, faculty, students, and visitors to the College with respect in a professional and cordial manner
- Follow the job description and appropriate job instructions given by supervisors and College policies.
- Observe all safety regulations
- Follow the College's general and departmental rules and Safety and Emergency Procedures [www.haverford.edu/campus-safety/safety-information/emergency-procedures]
- Follow the College Business Standards
- Follow all guidelines established by the Office of Human Resources
- Follow all laws and governmental regulations applicable to the job at the College.

Disciplinary Policy: Staff

A primary goal of the College's disciplinary policy is to make the workplace comfortable for all employees. This policy's objective is correction for improvement and not punitive discipline. However, there are some violations that are severe enough as to warrant termination for the first violation.

The staff employee's supervisor is responsible for the enforcement of the College's policies and regulations and the implementation of any disciplinary action that may be required. When a disciplinary action is required, the supervisor in charge shall record the violation and discipline in writing as soon as practical by memo or e-mail. The staff employee should sign the disciplinary report to verify that all parties are aware of the disciplinary action. Copies of the report must be distributed to the employee, the supervisor, and the Office of Human Resources. Instances of general counseling and verbal warnings should also be recorded, but in such cases only the supervisor will retain a copy.

Haverford College has implemented a system of progressive discipline. While in most circumstances the College is inclined to follow progressive discipline as described below, it is not bound to do so and may vary from a described plan based on all of the relevant facts and circumstances. Ordinarily, however, each successive violation, if committed with 365 days of the prior violation, will result in a more severe penalty than was received for the preceding violation. Disciplined employees who avoid violations for a period equal to or exceeding 365 days will begin the disciplinary sequence at the lowest level should another violation occur unless the violation is of a similar nature as the previous violation.

Penalties are levied as warranted by the seriousness of the offense. Due to higher performance and behavior expectations inherent in their positions and designated responsibilities, supervisors may be penalized more severely as determined by the department and/or division head.

Classifications of Violations

Violations are separated into three general categories: minor, moderate, and major. Each classification has a specific disciplinary action plan as described by the following:

Minor Violations Disciplinary Action

1st Offense - Written warning

2nd Offense - (same rule as 1st offense) One to three business days unpaid suspension

2nd Offense - (different rule than 1st offense)
Additional written warning

3rd Offense - (same rule as 1st & 2nd offense) Five business days unpaid suspension

4th Offense - (any combination of different rules) Ten business days unpaid suspension or termination

5th Offense - (any combination of different rules)
Termination

Minor violations include, but are not limited to:

- Unexcused tardiness
- Wasting time, including excessive time devoted to personal matters
- Unintentional sleeping on the job
- Failure to record time
- Failure to dress appropriately
- Continued use of foul language or any use of obscene printed / electronic materials
- Use of suggestive language or suggestive printed / electronic materials

- Failure to speak or act in a professional and courteous manner to any co-worker or client of the department
- Performing non-College work during authorized work hours
- Starting work before the authorized start time
- Working beyond or leaving before the authorized ending time
- Failure to meet reasonable standards of productivity
- Committing negligent or careless acts in connection with work or on the premises
- Leaving the assigned work area without the approval of the supervisor
- Failure to fill out work orders on a daily basis and reports within a reasonable time
- Encouraging, coercing, inciting, threatening, or otherwise inducing any employee to engage in any practice that violates College policy or restricts productivity
- Operating a College vehicle without complying with the Fleet Operations Policy
- Improper care/unauthorized use of College tools or equipment
- Certain violations of the Business Standards Policy
- Unprofessional language between coworkers
- Certain violations of local, state, or federal law whether committed during work or off-duty hours.

Moderate Violations Disciplinary Action

1st Offense - Up to five business days unpaid suspension

2nd Offense - No less than five business days unpaid suspension

3rd Offense - Termination

Moderate violations include, but are not limited to:

- Immoral or indecent behavior without physical contact
- Unexcused absence (employee does not notify supervisor and fails to provide a medical certificate as required)
- Absence beyond available paid time (vacation/sick time) without prior departmental approval
- Use and distribution of obscene printed / electronic material
- Gross neglect of duty, including but not limited to, intentional holding back, slowing down, hindering, or limiting of production
- Failure of a College vehicle's assigned driver to report an accident of any type which involves the assigned College vehicle

- Defacing or damaging College, faculty, staff, or student property
- Certain violations of the College Business Standards
- Failure to report for emergency work without justified excuse
- Intentionally sleeping on the job
- Inappropriate or obscene language used in a public area
- Use of obscene or demeaning language directed at another person
- Certain violations of local, state, or federal law whether committed during work or off-duty hours
- Failure to meet expectations or committing any infraction of the work rules during the 90-day Introductory Period

Major Violations Disciplinary Action

1st Offense - Termination

Major violations include, but are not limited to:

- Fraudulent statements and misrepresentation of any nature in the application for employment or as related to employment
- Any unacceptable behavior during the 90-day Introductory Period
- Possession, distribution, sale, arrangement for sale or being under the influence of intoxicating beverages or of illegal or not lawfully taken controlled drugs
- Possession of weapons on the College's property at any time without written prior approval of the department head
- Sabotaging or otherwise interfering with equipment or operations of the College
- Theft or misappropriation of the property of the College, or any faculty, staff, student, or visitor
- Insubordination / refusing to perform reasonable job assignments assigned by the supervisor
- Knowingly operating a College vehicle or operating any vehicle on College business without a valid driver's license
- Falsification of any time or other business records including records of other employees
- Three successive unsatisfactory performance appraisals
- Failure to remain on duty in expected role during an emergency
- Physical altercations
- Certain violations of the College Business Standards
- Intentionally altering or destroying records
- Immoral or indecent behavior involving physical contact
- Intentionally misreporting information
- Certain violations of local, state, or federal law whether committed during work or off-duty hours