



## **Employee Conduct Policy**

Approved by the Board of Directors March 3, 2016

Rules of conduct Nipissing University Student Union employees (employees refers to staff AND executive members) are intended to promote the orderly and efficient operation of NUSU, as well as protect the rights of all employees. Failure to comply with this policy shall be regarded as cause for disciplinary action.

These rules are published for the employees' information and protection as well as transparency for our student membership. Ignorance of this policy is not an acceptable excuse for violation. It is each employee's responsibility to know the policies and abide by them.

### **Section 1**

For violation of any of the following rules, an employee shall be subject to penalties ranging from a formal written warning notice up to, and including, termination.

- A. Neglect of duty.
- B. Insubordination or refusal to comply with supervisor instructions, unless such instructions are unlawful or injurious to the employee's safety and health.
- C. Conduct described below:
  - 1. Indecent or disrespectful conduct.
  - 2. Conviction of a legal offence.
  - 3. Violation of local, provincial, or federal law that causes unfavourable publicity to NUSU or Nipissing University or impairs the credibility of the employee to perform their duties.
- D. Intentional falsification of personnel records, payroll reports or other University records.
- E. Theft, intentional destruction, or defacing of NUSU, employee or student property.
- F. Deliberate or careless conduct endangering the safety of self or other employees, including the provocation or instigation of violence.
- G. Consuming alcoholic beverages while on duty, except at approved NUSU functions, or the possession or consumption of illegal drugs.
- H. Abusive, threatening, or disrespectful treatment of another employee, student or member of the public.



- I. Reporting for work in an unsafe condition, which includes but is not limited to, being under the influence of alcoholic beverages or drugs. An employee who so reports shall be sent home pending investigation.
- J. Knowingly admitting an unauthorized person or persons into any locked or restricted building or area of the campus.
- K. For other offenses of equal magnitude to the above.

When an employee engages in conduct in violation of the Section 1 rules and the conduct is committed off-duty and not on campus property, the NUSU may discipline the employee, up to and including discharge, whenever the conduct causes unfavourable publicity to NUSU, or impairs the credibility of the employee to perform their tasks. Conduct that is off-duty but on University property or that is directed toward University students, employees, representatives or property is always connected to employment at the University. Likewise, conduct that is on duty but off University property is always connected to employment at NUSU.

## Section 2

For the action of any of the following offenses, an employee shall be subject to disciplinary action up to and including termination. Disciplinary action for the same or different offenses shall progress in the following manner:

- 1. **Verbal warning.** Verbal statement to employee that he/she has violated a rule and/or regulation and that such violation may not continue.
- 2. **Written warning.** Formal notification in writing to employee that he/she has violated a rule and/or regulation. The written warning shall be included in that employee's permanent record.
- 3. **Suspension.** Loss of work and wages for a specific number of hours or days, but not for more than one workweek, depending on the severity of the offense. Notice of suspension is provided to the employee in writing.
- 4. **Termination.** The employee ceases their employment with NUSU.
  - a. Excessive absenteeism.
  - b. Excessive tardiness.
  - c. Inattentiveness to work, including but not limited to, failure to start work at the designated time, quitting work before proper time, or leaving assigned work area, building, or project during working hours without authorization from appropriate supervisor.
  - d. Violation of a safety rule or safety practice.



- e. Failure to report for work without giving the supervisor or an executive member notice of absence within two hours after the beginning of the scheduled workday.
- f. Any other offense of equal magnitude to the above.

### **Prohibited Conduct**

Employees are prohibited from making threats or engaging in violent activities. This list of behaviours, while not inclusive, provides examples of conduct that is prohibited.

- Causing physical injury to another person.
- Making threats of any kind.
- Aggressive, hostile or violent behaviour, such as intimidation of others; or subjecting others to emotional distress.
- Other behaviour, which suggests a propensity toward violence, which may include belligerent speech, excessive arguing or swearing, or a clear pattern of refusing to follow NUSU policies and procedures.
- Intentionally damaging University property or property of another employee, student or member of the public.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

### **Reporting**

University employees **are responsible to inform** their supervisor or an executive member of any threats they have witnessed or received, or any behaviour they have witnessed which they regard as threatening, violent or otherwise dangerous.

- Reports can be made anonymously and all reported incidents will be investigated.
- Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.

### **Drug-free workplace**

NUSU prohibits the unlawful possession or use of an illicit substance in the workplace. Employees violating such prohibition will be subject to disciplinary action, up to and including termination.

NUSU desires to provide a work environment that is both healthy and comfortable for all its employees. It is recognized that the use of alcohol or drugs may have serious adverse effects on an employee's health, safety, and job performance.



### **Alcohol and illegal or prescription drugs**

- All employees are expected to be fit for duty when reporting to work and remain fit for the duration of their shift in that alcohol, illegal drugs, or prescription drugs must not impair employees. If an employee is required to take prescription drugs, these drugs should not inhibit their ability to proficiently perform their job functions.
- Employees are not to have alcohol, illegal drugs, or related paraphernalia in their possession while in the work place.
- Possession, use, or selling of alcohol, drugs, or drug paraphernalia on NUSU or Nipissing University property or in organizational vehicles is prohibited.
  - Transporting alcohol in accordance with Ontario Law for the purposes of approved NUSU events is permissible.
- Use of alcohol for social functions or any circumstances related to organizational business may be permitted when approved by NUSU. Approval must be obtained to ensure the use of alcohol does not contravene the intent of this policy.

### **Smoking**

- There must be no use of tobacco products in NUSU or Nipissing University buildings (unless otherwise indicated). Employees who desire to smoke or use tobacco products must do so during breaks only and in the designated areas.
- Proper clean up and disposal of tobacco products is required.

### **Policy violations**

- Should there be reason to believe that an employee's job performance is being negatively affected by alcohol, illegal or prescription drugs, or that this policy is being violated in anyway, NUSU is entitled to inquire as to the nature of the problem and to take appropriate action; which may include disciplinary action.

Any questions related to the content of this policy or its interpretation should be directed to the Executive Committee.