

NIPISSING UNIVERSITY STUDENT UNION



Code of Conduct Policy

Approved by the Board of Directors on: October 2, 2019

Amended by the Board of Directors on:



1. Introduction

Rules of conduct for Nipissing University Student Union members, employees and volunteers (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 groups. Failure to comply with this policy shall be regarded as cause for disciplinary action.

These rules are published for 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 individual's responsibility to know the policies and abide by them.

1.1. Purpose

NUSU prides itself on maintaining a professional workplace environment free from interpersonal conflict and discrimination. This policy is meant to promote a safe and inclusive workplace environment in which all individuals, whether hired or elected staff, volunteers, or general students, can feel welcome and comfortable.

2. Policy

2.1. Section One

- 2.1.1. For violation of any of the following rules, any within the scope of this policy shall be subject to penalties ranging from a formal written warning notice up to, and including, termination.
 - 2.1.1.1. Neglect of duty.
 - 2.1.1.2. Insubordination or refusal to comply with supervisor instructions, unless such instructions are unlawful or injurious to the individual's safety and health.
 - 2.1.1.3. Conduct described below:
 - 2.1.1.4. Indecent or disrespectful conduct.
 - 2.1.1.5. Conviction of a legal offence.
 - 2.1.1.6. Violation of local, provincial, or federal law that causes unfavourable publicity to NUSU or Nipissing University or impairs the credibility of the employee or volunteer to perform their duties.
 - 2.1.1.7. Intentional falsification of personnel records, payroll reports



or other University records.

- 2.1.1.8. Theft, intentional destruction, or defacing of NUSU, employee or student property.
- 2.1.1.9. Deliberate or careless conduct endangering the safety of self or other employees/volunteers, including the provocation or instigation of violence.
- 2.1.1.10. Consuming alcoholic beverages while on duty, except at approved NUSU functions, or the possession or consumption of illegal drugs.
- 2.1.1.11. Abusive, threatening, or disrespectful treatment of another employee, volunteer, student or member of the public.
- 2.1.1.12. 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 or volunteer who so reports shall be sent home pending investigation.
- 2.1.1.13. Knowingly admitting an unauthorized person or persons into any locked or restricted building or area of the campus.
- 2.1.1.14. For other offenses of equal magnitude to the above.

2.2. When an employee or volunteer engages in conduct in violation of Section One rules and the conduct is committed off-duty and not on campus property, NUSU may discipline the individual, up to and including discharge, whenever the conduct causes unfavourable publicity to NUSU, or impairs the credibility of the employee or volunteer 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.

2.3. Section Two

- 2.3.1. For the action of any of the following offenses, an employee or volunteer 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:



- 2.3.1.1. **Verbal warning.** Verbal statement to employee or volunteer that they have violated a rule and/or regulation and that such violation may not continue.
- 2.3.1.2. **Written warning.** Formal notification in writing to the employee or volunteer that they have violated a rule and/or regulation. The written warning shall be included in that individual's permanent record.
- 2.3.1.3. **Suspension.** Loss of work and wages for a specific number of hours or days, but not for more than one work week, depending on the severity of the offense. Notice of suspension is provided to the employee or volunteer in writing.
- 2.3.1.4. **Termination.** The individual ceases their employment with NUSU.
 - 2.3.1.4.1. Excessive absenteeism.
 - 2.3.1.4.2. Excessive tardiness.
 - 2.3.1.4.3. Inattentiveness to work, including but not limited to, failure to start work at the designated time, quitting work before the proper time, or leaving assigned work area, building, or project during working hours without authorization from the appropriate supervisor.
 - 2.3.1.4.4. Violation of a safety rule or safety practice.
 - 2.3.1.4.5. 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.
 - 2.3.1.4.6. Any other offense of equal magnitude to the above.

2.4. Prohibited Conduct

- 2.4.1. Employees and volunteers are prohibited from making threats or engaging in violent activities. This list of behaviours, while not inclusive, provides examples of conduct that is prohibited.
 - 2.4.1.1. Causing physical injury to another person.
 - 2.4.1.2. Making threats of any kind.
 - 2.4.1.3. Aggressive, hostile or violent behaviour, such as intimidation



of others; or subjecting others to emotional distress. This also includes cyberbullying.

- 2.4.1.4. 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.
- 2.4.1.5. Intentionally damaging University property or property of another employee, volunteer, student, or member of the public.
- 2.4.1.6. Misappropriation of NUSU funds or property and incurring unauthorized expenditures as a representative of NUSU.
- 2.4.1.7. Discrimination of any kind, which includes ageism, ableism, racism, sexism, homophobia, transphobia and xenophobia.
- 2.4.1.8. Committing acts motivated by, or related to, sexual harassment or domestic violence.
- 2.4.1.9. Not abiding by the laws or regulations at the municipal, provincial and federal level.

2.5. Respectful Conduct

2.5.1. Respectful workplace conduct includes being courteous, polite, respectful and considerate towards all individuals, including those with different strengths, roles or opinions. It also includes encouraging and supporting individuals to learn and practice personal conflict resolution skills that support a respectful workplace.

- 2.5.1.1. All staff, volunteers and Executive members will represent NUSU with the highest standard of behaviour that is reasonably possible.
- 2.5.1.2. In the execution of their duties, all staff, volunteers and Executive members shall adhere to a strict standard of professional language regarding subject matter, profanity, and respect for parties both present and absent.
- 2.5.1.3. All staff, volunteers and Executive members shall represent the interest of all undergraduate and graduate students at



Nipissing University, regardless of their identity, political views and other opinions and shall behave in accordance with that responsibility.

- 2.6.** All staff, volunteers and Executive members shall dress appropriately in their capacity as student representatives while attending official meetings and functions of NUSU or Nipissing University.
- 2.7. Workplace Environment**
- 2.7.1. All individuals shall endeavour to keep their personal work area clean and professional-looking.
 - 2.7.2.
 - 2.7.3. All individuals shall respect all common areas and respect the rights of others to use said areas by ensuring that common areas are left in a clean and usable state.
 - 2.7.4.
 - 2.7.5. All staff and volunteers shall endeavour to utilize the workplace environment for professional purposes only.
 - 2.7.6.
 - 2.7.7. All staff and volunteers shall endeavour to avoid using their personal workspace or a common workspace in a manner that may be disruptive to others.
- 2.8. Reporting**
- 2.8.1. Employees and volunteers 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. This can be done verbally or through the Complaints Procedure.
 - 2.8.1.1. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.