

# Employee Conduct & Discipline

Updated: 5/2015

Each Hellenic College Holy Cross (HCHC) employee is required to conduct himself or herself in a dignified, business-like manner at all times. In keeping with our Orthodox Christian values you shall treat managers, supervisors, co-workers, faculty members, students, staff, customers, suppliers, and others you come into contact with as part of your work with the utmost professionalism and respect. Employees must conform to all HCHC work rules, operational guidelines, policies, and procedures, and follow instructions from supervisors with respect to all work related matters.

It is not possible to list all conduct that is inappropriate in the workplace. What follows are examples of conduct which may result in disciplinary action, up to and including termination of employment, at the sole discretion of HCHC Management. The exact discipline is determined in the sole discretion of HCHC, depending on its evaluation of the relevant facts and circumstances.

## **Abusive or Threatening Language**

Use of abusive or threatening language on College property or during work time is prohibited.

## **Destruction of Property**

Destruction and/or abuse of College property, or the property of others, is prohibited.

## **Dishonesty**

Dishonest behavior is a serious offense. Dishonest behavior includes: stealing, lying about matters connected with work, falsifying records and documents, unauthorized personal use of College property, doing unauthorized private work on Employer time; and giving or receiving a bribe in any form.

## **Workplace Disruption**

Each employee has a duty not to disrupt or distract co-workers in the performance of their duties and responsibilities.

## **Workplace Violence**

Harassment or intimidation on College property or during work time will not be tolerated from any source. Any serious offensive act, such as physical or verbal

harassment, threats, or intimidation or bringing a weapon to work, may result in immediate termination.

All employees have a duty to advise management of any suspicious workplace incidents.

Information provided will be held in confidence to the greatest possible extent. Retaliating against any employee for bringing such information to management's attention is prohibited.

### **Theft**

Theft of College property, or property of others, will result in immediate termination and prosecution to the full extent of the law.

### **Attendance**

Satisfactory attendance is important for efficient operations. Any unplanned absence may place an unfair distribution of the work load on others. If, however, you are ill and your presence at work will likely have an adverse effect on yourself or on others, you are not expected to report to work. Attendance records will be considered part of the employee's performance review.

Employees who do not call in advance either their Supervisor or Human Resources will be charged with an unexcused absence except under extraordinary circumstances. Employees who are excessively absent will be subject to disciplinary measures up to and including termination.

It is HCHC's commitment and responsibility to provide a safe and non-threatening education and work environment.