

GUIDELINES FOR APPROPRIATE CONDUCT

As an integral member of the Langston University team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that both in your business and in your personal life you refrain from any behavior that might be harmful to you, your co-workers, and/or Langston University, or that might be viewed unfavorably by current or potential supporters/parents/students or by the public at large.

Whether you are on duty or off, your conduct reflects on Langston University. You are, consequently, encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that Langston University considers inappropriate include, but are not limited to, the following:

1. Falsifying employment or other University records
2. Violating Langston University's nondiscrimination and/or sexual harassment policy
3. Excessive absenteeism or tardiness
4. Excessive, unnecessary, and/or unauthorized use of University supplies, particularly for personal purposes
5. Reporting to work intoxicated or under the influence of non-prescribed drugs, and illegal manufacture, possession, use, sale, distribution or transportation of drugs
6. Bringing or using alcoholic beverages on Langston University property or using alcoholic beverages while engaged in University business on University premises, except where authorized.
7. Fighting or using obscene, abusive, or threatening language or gestures
8. Theft of property from co-workers, students, or the University

8. Unauthorized possession of firearms on Langston University's premises or while on University business
9. Disregarding safety or security regulations
10. Insubordination
12. Failing to maintain the confidentiality of the University, students or student/employee information

Should your performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of Langston University, based on violations either of the above or of any other University policies, rules, or regulations, you will be subject to disciplinary action, up to and including dismissal. Employees who are dismissed for cause shall be ineligible for re-employment with any unit of the University for one year from the effective date of the dismissal.