

Policy Number: 02.040

Policy Title: Workplace Conduct

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

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Workplace Conduct

Antioch College endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the College's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing Antioch College property or a co-worker's property, and/or disclosure of confidential business information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of Antioch College's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of Antioch College's Workplace Violence Policy.
7. Failure to follow lawful instructions of a Supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on College property.
11. Willful or careless destruction or damage to College assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.

15. Violation of Antioch College's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of College policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and Antioch College reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The College will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, Antioch College will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate an employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.