

## 5.13 Disciplinary Action APPENDIX A

**Examples of conduct subject to disciplinary action. This list is not exhaustive.**

- Falsification of official university documents and records.
- Neglect of duties, loafing or wasting work time.
- Smoking on university premises.
- Sexual misconduct including any and all conduct of a sexual nature that is unprofessional and/or inappropriate for worksites, teaching locations, and other official functions. Sexual misconduct includes unwelcome sexual advances, requests for sexual favors, or verbal and physical conduct of a sexual nature directed toward another individual (same or opposite gender) that does not rise to the level of sexual harassment but is unprofessional and inappropriate for the workplace or classroom.
- Gambling, participating in lotteries or other games of chance on university premises.
- Soliciting, collecting money or circulating petitions on the premises other than within the policies of the university.
- Bringing intoxicants or controlled substances onto the premises; using intoxicants or controlled substances; having intoxicants or controlled substances in one's possession; or being under the influence of intoxicants or controlled substances on the premises at any time. *Note: This provision does not apply to the consumption of alcoholic beverages served in accordance with university policy at university-sponsored events.*
- Abuse or waste of tools, equipment, fixtures, property, supplies or goods that are property of the university.
- Creating or contributing to unhealthy or unsanitary conditions.
- Violating safety rules or accepted safety practices.
- Failure to cooperate with supervisor or co-workers, impairment of function of the work group, or disruptive conduct.
- Disorderly conduct, horseplay, harassment of other employees (including sexual harassment), or use of abusive language on the premises.
- Fighting, encouraging a fight, or threatening, attempting, or causing injury to another person on the premises.
- Neglect of duty or failure to meet a reasonable and objective measure of efficiency and productivity.
- Theft, dishonesty, or unauthorized use of university property, including records and confidential information.
- Creating a condition hazardous to another person on the premises.

- Destroying or defacing institutional property or records or the property of another member of the university community.
- Refusing to follow instructions or to perform designated work that may be required or refusing to adhere to established rules and regulations.
- Repeated tardiness or absenteeism; absence without proper notification of the supervisor; absence without satisfactory reason; or unavailability for work.
- Possession of a weapon.