

## **Standards of Conduct**

All Clark employees are expected to conduct themselves as professionals and to accept responsibility for the appropriateness of their own conduct, and to exhibit a high degree of personal and professional integrity at all times.

The University expects all employees to adhere to the following general principles:

- Observe the highest standards of professionalism at all times.
- Perform responsibilities in a manner consistent with our values.
- Comply with all laws applicable to the University.
- Treat others, including students, vendors, faculty and other staff, with dignity and respect.

It is impossible to list all forms of conduct that might be considered unacceptable. Certain behaviors, such as threats of violence, unauthorized possession of weapons, theft or misuse of University funds or property, insubordination, falsification of records, and violation of alcohol and drug policy are clearly unacceptable at any time. Other forms of conduct (such as failure to cooperate with other employees, harassing or intimidating others, rudeness) while often more subtle, are equally unacceptable.

Conduct deemed inappropriate or unacceptable by the University will lead to disciplinary action, up to and including termination of employment. Employee problems or concerns regarding the University's standards of conduct, its policy, or their application can be addressed following the grievance procedures as outlined in the employee handbook.