

## Rules of Conduct

All employees are eager to perform well and become successful in their jobs. The University, too, is committed to that goal. To provide all employees the structure and parameters of discretion allowed them, the University of Detroit Mercy, as part of its responsibility under law, has established the following code for personal conduct. Engaging in one or more kinds of the listed prohibited conduct may result in disciplinary action ranging from a reprimand to immediate discharge, depending upon the action and/or the number of infractions.

### Work Performance

- Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.
- Loafing, loitering, sleeping or engaging in unauthorized personal business.
- Unauthorized disclosure of confidential information or records.
- Falsifying records or giving false information to other state agencies or to employees responsible for record keeping.
- Failure to provide accurate and complete information whenever such information is required by an authorized person.
- Failure to comply with health, safety and sanitation requirements, rules and regulations.
- Negligence in performance of assigned duties.

### Attendance and Punctuality

- Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without the specific approval of the supervisor.
- Unexcused or excessive absenteeism. a
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