

DRAFT (3/26/2012) UNIVERSITY OF ALASKA CODE OF CONDUCT REGULATION**R04.07.020 Code of Conduct**

To meet the challenges inherent in the University of Alaska's mission, UA employees are guided by and held to expectations of performance and conduct set out in Regents' Policy, including Policy 04.07.040. In implementing standards, supervisors must be mindful of individual rights and academic freedom. This Code of Conduct serves as a guide in such matters to help determine when action might be appropriate due to employee behavior, including but not limited to:

- A. **Inattention to Performance**, (e.g., unauthorized sleeping, reading, playing games, using the internet or telephone inappropriately, etc.)
- B. **Unsatisfactory Performance**
- C. **Insubordination**
- D. **Absenteeism**, (e.g., unauthorized leave or variation from work hours, or failure to promptly notify supervisor of unanticipated absences).
- E. **Violation of Law, Regents' Policy, or University Regulation**, including published rules and procedures, or aiding a violation thereof. See, e.g., The Alaska Executive Branch Ethics Act at AS 39.52 and http://www.alaska.edu/hr/forms/hr_ethicsforms/; Policy and Regulation 02.07 on Information Resources; Policy and Regulation 02.09.020 on Possession of Weapons; Policy and Regulation 04.02 on General Personnel policies; Policy and Regulation 04.10 on Ethics and Conduct. Regents' Policy and University Regulation are at <http://www.alaska.edu/bor/policy-regulations/>.
- F. **Dishonesty, Theft or Misappropriation of Public Funds or Property, Lying**
- G. **Inability to Work Effectively with Others**
- H. **Fighting on the Job, Acts Endangering Others**, (e.g. verbal or physical threats, horseplay, hazing, damaging property)
- I. **Inappropriate Behavior, Disrespect, or Harassment of Others**
- J. **Other Personal Misconduct**, related to inappropriate or unprofessional conduct outside the workplace that poses a risk of harm to University personnel, students, or property, or that has a significant adverse impact on the University or the employee's effectiveness.

In summary, employees must not engage in, condone, or have to tolerate inappropriate behavior. If an employee has concerns about any behavior, he or she should be encouraged and welcomed to talk with a supervisor, to the director of Human Resources, or to the Office of the General Counsel.