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Effective Date: **June 1, 2015**

**POLICY**

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**EMPLOYMENT**

# **Employee Handbook – Section 401**

## **University Rules of Conduct**

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RESPONSIBLE OFFICE

**Human Resources**

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### **401.1 Professional Standards of Conduct**

All Boston University employees, while on University premises or while representing the University, are required to conform to professional standards of conduct. Professional standards of conduct presume that employees will not engage in conduct inimical to the interests of the University or that interfere improperly with the rights of other persons, their property, or the property of the University. Failure to adhere to professional standards of conduct or engaging in unacceptable behavior may be subject to disciplinary action, including discharge. Failure to adhere to professional standards of conduct or engaging in unacceptable behavior may include, but are not limited to, warning, reprimand, and suspension with or without pay for a period of one or more days, demotion, or termination of employment. Other sanctions may also be imposed.

Outlined below are specific examples of unacceptable employee conduct that have a direct bearing on the work environment and the general interests of the University.

1. Unauthorized access, use, or release of confidential data.
2. Unauthorized use of University-owned or leased property for the conduct of personal business, including unauthorized use of University credit cards or use of University funds for personal expenses.
3. Any action that would place the interests of an employee in conflict with the interests of Boston University, including accepting or offering a gift to influence any matter in which the University has an interest.
4. Illegal use, possession, or sale of controlled substances.
5. Possession or use of a weapon or firearm (except for duly licensed law enforcement personnel).
6. Violent behavior in any form, including threats.
7. Theft of University property, including data or intellectual property.
8. Harassing behavior of any kind toward staff, faculty, students, applicants, visitors, or other persons having official business at Boston University.
9. Misrepresentation or falsification of University documents or information provided to the University.
10. Illegal conduct occurring outside the workplace that bears upon the employee's fitness for employment at the University.
11. Inappropriate or unauthorized use of the University's computing resources.

For emphasis, the above items are specific examples of unacceptable employee conduct. The list is not intended to be comprehensive, and other actions of similarly serious nature will be deemed to be unacceptable employee conduct.

## **401.2 Sexual Harassment Policy**

[The University Sexual Misconduct Policy covers sexual harassment.](#)

## **401.3 Code of Ethical Conduct**

Boston University is committed to the highest standards of honesty and integrity in all its activities. This includes, among other concerns, the following:

- Avoiding conflicts of interest and commitment
- Dealing with others honestly and in good faith
- Preserving confidentiality

- Compliance with applicable laws, rules and regulations
- Timely and accurate public disclosures

Vice presidents, Deans, Directors, Department Heads and other supervisors are responsible for fostering respect for the values embodied in the Code and for promoting compliance with it. The University encourages employees who have questions or concerns about their obligations under the code, possible illegal or unethical behavior, or non-compliance with University policy to speak with their supervisors or a member of the Compliance Committee. Please note that the Code is not intended to replace, and may be supplement by, specific University policies that have been adopted in the past and that may be adopted in the future.

A feature of the [Code of Ethical Conduct](#) is the availability of a confidential reporting “hotline” operated by EthicsPoint, an independent reporting service. Information concerning the hotline and related policies and procedures may be found [here](#). Complaints may be filed anonymously through the website, by letter, or by telephone.

#### Related Policies

204 [Termination Notices](#)

206 [Employee Grievance Process](#)

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THIS POLICY STATEMENT IS PART OF THE EMPLOYEE HANDBOOK, AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

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END OF POLICY TEXT

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Categories: Employment, Non-Represented Staff Keywords: Employee Handbook