Effective Date: **June 1, 2015** Revised: **July 1, 2026**

POLICY

EMPLOYMENT, ETHICS

Employee Handbook – Section 401 Workplace Conduct

RESPONSIBLE OFFICE

Human Resources

401 Workplace Conduct

401.1 Policy Purpose

While at work, employees are expected to follow the guidance, policies and practices of the University, their department, and their particular position. A violation of policies, practices or guidance may result in corrective action, up to and including termination.

All Boston University employees, while on University premises or while representing the University, are expected to follow the guidance, policies and practices of the University, their department, and their particular position. Failure to adhere to the University's workplace policies, practices or rules or engaging in unacceptable behavior may be subject to disciplinary action, including, but 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 some examples of unacceptable employee conduct that have a direct bearing on the work environment and the general interests of the University.

- Unauthorized access, use, or release of confidential data.
- 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.
- 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.
- Illegal use, possession, or sale of controlled substances in violation of the applicable laws.
- Possession or use of a weapon or firearm (except for duly licensed law enforcement personnel) in violation of the Workplace Violence Policy.
- Violent behavior in any form, including fighting, disorderly conduct, and threats.
- Theft of University property, including data or intellectual property.
- Harassing behavior toward staff, faculty, students, applicants, visitors, or other persons having official business at Boston University that violates the University's policies.
- Insubordination to a lawful management directive.
- Misrepresentation or falsification of University documents or information provided to the University.
- Illegal conduct occurring outside the workplace that bears upon the employee's fitness for employment at the University.
- Inappropriate or unauthorized use of the University's computing resources.
- Unexcused attendance in violation of the Attendance Policy.
- Reporting to work while under the influence of drugs or alcohol.

For emphasis, the above items are examples of unacceptable employee conduct. The list is not intended to be exhaustive, and other actions may be deemed to be unacceptable employee conduct. The University reserves the right to impose discipline whenever it deems appropriate to do so.

As a general rule, corrective disciplinary action is the standard method used to address unacceptable workplace conduct with the expectation that the employee can correct it immediately and with little, if any, training. By contrast, Performance Management is applicable when it addresses performance issues that may require time, clarification, and

training.

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END OF POLICY TEXT

Additional Resources Regarding This Policy

Related Policies and Procedures

- Employee Handbook and Policies Manual (staff)
- Faculty Handbook (faculty)

Related BU Websites

- Human Resources

History

This Policy was revised and renamed from **Section 401 University Rules of Conduct** to **401 Workplace Conduct** on July 1, 2026.

THIS POLICY IS PART OF THE EMPLOYEE HANDBOOK AND POLICIES MANUAL , 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.

Categories: Employee Handbook and Policies Manual, Employment, Employment, Ethics, Ethics, Outside Activities, and Gifts, Non-Represented Staff, Outside Activities and Gifts,

Workplace Keywords: attendance, computing resources, decorum, harassment, illegal, illegal conduct, professsionalism, theft, workplace, workplace conduct, workplace decorum