



MOLLOY UNIVERSITY

Policy # HR.400
Standards of Conduct
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human Resources
Approved By: Cabinet
Approved: 07/01/2022
Effective Date: 07/01/2022
Scope: Non-Faculty Employees
Last Revised: 07/01/2014
Last Reviewed: 07/01/2022

STANDARD OF CONDUCT

Molloy University expects a safe and professional workplace to be successful and to promote efficiency, productivity, and cooperation among its employees. The orderly and efficient operations of Molloy University, therefore, require that employees always maintain proper standard of conduct at all times. Employees who fail to maintain proper standards of conduct toward their work, their co-workers or the students of the University are subject to appropriate disciplinary action, up to and including termination.

Attendance and Punctuality

Even the most efficient worker is of less value when he or she is late or absent from work. Since Molloy is a service organization, it is essential that all jobs be completed quickly and efficiently.

All employees are required to verbally notify their supervisor or designee **as soon as possible**, but no later than 15 minutes after the start of the normal work schedule, if they are not going to be available for work.

Children at the Workplace

The presence of children in the workplace on a regular basis can cause difficulty and awkwardness for co-workers and other members of the campus community. While emergencies may arise when a parent would have to bring a child to work for a limited period of time, the University does not expect this to occur on a regular basis.

Dress Code

As an employee of Molloy University, we expect you to present a clean and professional appearance as all employees serve as representatives of the University. The exercise of good judgment in attire and presentation of self is required to meet the needs of the business and academic environment of the University. Supervisors may express particular requirements in their areas, and employees must cooperate in meeting the standards of the department.

Employees who are assigned a uniform in connection with the performance of their job duties must wear the complete uniform at all times while on duty.

All employees are expected to adhere to professional attire and grooming standards; which excludes

jeans, non-job-related athletic wear, pajama bottoms, cropped, halter tops, shorts, or flip flops. Clothing that is too tight or revealing; clothing with rips, tears or frays. When requested, employees should refrain from wearing any fragrances that irritate or cause allergic reaction to coworkers.

Fitness for Duty

It is the goal of Molloy University to provide a safe workplace for all employees. To accomplish this goal, Molloy has adopted the following fitness for duty policy:

- All employees are expected to be physically and mentally fit to perform their jobs in a safe manner at all times. If you are not able to perform your job for any reason, you are to inform your supervisor immediately.
- If a supervisor believes you are not fit to perform your duties, you may be sent home, relieved of certain duties, assigned to different duties, or asked for an explanation.
- Any employee who refuses to cooperate with a determination of whether he or she is fit for duty will be subject to appropriate disciplinary action.
- If you are not fit for duty, you may be eligible for benefit time, such as sick leave, FMLA, or Extended Sick Leave. If you are not able to perform some duties but can perform others, all attempts will be made to reasonably accommodate your restricted activity.

Good Housekeeping

Good housekeeping, like good personal appearance, projects a good image. Work areas are expected to be clean, neat, and as organized as possible. Although Molloy University does have employees directly responsible for the cleanliness of our facilities, it is up to all of us to maintain a neat environment.

Representing the University/Community

When off campus on university business, it is the employee's responsibility, as a representative of the University, to project a professional image. Employees are also expected to demonstrate the highest standards of integrity.

Telephone Calls

Employees are requested to keep personal telephone calls to a minimum. Work should not be interrupted by any personal calls including cell phone or text messaging usage except in the case of an emergency.