



Policy # HR.403
Civility and Code of Conduct
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
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Scope: Non-Faculty Employees
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CIVILITY AND CODE OF CONDUCT

Civility

Molloy University aspires to promote the growth of all people in their academic, social and personal lives. Students, faculty, administration and staff create a community where people exchange ideas, listen to one another with consideration and respect. The Molloy community is committed to fostering civility through university structures, policies, and procedures. We, as members of the University, strive to achieve the following individual commitments:

- Take responsibility for our own behavior.
- Respect the freedom of others to express their views.
- Be respectful to others and respect their rights.
- Discourage intolerance, hatred and injustice, and promote constructive resolution of conflict.
- We will strive for the betterment of our communities.

Confidentiality

Many employees work with sensitive, privileged information involving confidential employee or student records and/or privileged data regarding the University's finances or business planning. Upholding the confidentiality of this information is critical to retaining the trust of students and co-workers and the success of the University and represents the respect Molloy has for the students it services.

Employees must maintain the confidentiality of the information they come in contact with. Violation of this policy will lead to disciplinary action being taken, up to and including termination of employment.

All office and workspaces, including desks, file cabinets and lockers or other storage facilities, are the property of Molloy University; and the University reserves the right to have access to these areas and to such property at any time, without advance notice to any employee. Therefore, employees should not expect that such property would be treated as private and personal to the employee. Likewise, electronic mail and voicemail are also company property and are to be used only for business purposes. Internet accounts are also to be used only for company business. Molloy reserves the right to inspect, monitor and have access to company computers, electronic mail, voicemail

messages and other Internet communications.

Language

Offensive language or behavior is never appropriate in the workplace. Incidents of the use of either should be reported in writing to Human Resources. All reported incidents will be investigated. If appropriate, disciplinary action will be taken.

Personal Business - Employees may not conduct personal business during work hours or use University resources for personal business.

Convictions - A Molloy employee who is convicted of a felony or misdemeanor during his/her employment must notify his/her supervisor immediately. Molloy will review the circumstances of the conviction and may take disciplinary action against the employee consistent with New York State law.