

# POLICY CONCERNING EMPLOYEE CONDUCT

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## PURPOSE

The following policy is intended to outline certain guidelines to govern employee conduct and relations at Associated Students Inc. Adherence to the employee rules and regulations of ASI is necessary to ensure the organization is successful in carrying out its mission on campus. The goal of this policy is to create positive employee and employer relationships by providing for the fair and consistent treatment of staff and to ensure that all employees are aware of their obligations to the organization. This policy is not all inclusive and in the absence of written policy, common sense and good decency should be the focus.

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## WHO SHOULD KNOW THIS POLICY

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- Budget Area Administrators
- Management Personnel
- Supervisors
- Elected/Appointed Officers
- Volunteers
- Grant Recipients
- Staff
- Students

## DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
<b>Act of violence</b>	An intentional act that causes bodily harm, however slight to another person or damage to the property of another
<b>ASI premises</b>	All real property leased or owned by Associated, Students, CSUF, Inc. This includes the Children’s Center, Titan Student Union, and Student Recreation Center.
<b>CSU Fullerton Data Level 1 Classification</b>	Access, storage, and transmission of Level 1 Confidential information are subject to restrictions as described in CSU Asset Management Standards. Information may be classified as confidential based on disclosure exemptions, severe risk, limited use, legal obligations, and more.
<b>CSU Fullerton Data Level 2 Classification</b>	Access, storage, and transmission of Level 2 Internal Use information are subject to restrictions as described in CSU Asset Management Standards. Information may be classified as internal use based on sensitivity, moderate risk and more.
<b>CSU Fullerton Data Level 3 Classification</b>	Information which may be designated by our campus as publically available and/or intended to be provided to the public. Information at this level requires no specific protective measures but may be subject to appropriate review or disclosure procedures at the discretion of the campus in order to mitigate potential risks. Disclosure of this information does not expose the CSU to financial loss or jeopardize the security of the CSU’s information assets.
<b>Customer service areas</b>	Any physical location at which customer business is routinely transacted and publicly visible.
<b>Dating</b>	Entering into a consensual sexual or romantic relationship with another employee.
<b>Employee</b>	A person who is hired by ASI for a wage or fixed payment in exchange for personnel services and does not provide the service as part of an independent business.
<b>Insubordination</b>	Willful disregard of a supervisor’s instructions or an act of disobedience to proper authority
<b>Intimidation</b>	An intentional act toward another person, causing the other person to reasonably fear for their safety or the safety of others.
<b>Minors</b>	Persons under the age of eighteen
<b>Personal device</b>	A mobile device that is the personal property of the employee
<b>Threat of violence</b>	An intentional act that threatens bodily harm, however slight to another person or damage to the property of another
<b>University Phone</b>	A mobile device that is the property of ASI.
<b>Volunteer</b>	Anyone who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of ASI.
<b>Workplace aggression</b>	Repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment
<b>Working Hours</b>	Hours of operation as determined by the location at which the employee works

# REGULATIONS

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## 1. CONDUCT GUIDELINES

The mission of Associated Students Inc. is to foster meaningful student development opportunities through leadership, volunteer, and employment experiences. In addition to out-of-classroom learning opportunities, the ASI provides campus community members with important social, cultural, and recreational opportunities as well as a wide range of programs and services. In recognition of its responsibility to enhance student life, the ASI encourages and supports the activities of all California State University, Fullerton recognized student organizations whose activities stimulate individual and group participation within the university community.

To accomplish this mission, ASI has established a set of conduct guidelines regarding the behavior of its employees and volunteers. These guidelines represent a standard of conduct which all employees and volunteers should strive to achieve. The guidelines include:

*a. Accountability*

ASI employees are held accountable for their actions and for setting an example for others.

*b. Inclusion*

ASI employees are committed to creating a supportive and inclusive working environment where a diverse population can come together and successfully accomplish the mission of the organization.

*c. Collaboration*

ASI employees are committed to creating a collaborative work environment where all input is valued and an emphasis is placed on cooperation for the good of the organization.

*d. Customer Service*

ASI employees support the mission of the organization which includes providing a wide range of programs and services to the campus by delivering excellent customer service. They are eager to support their fellow employees and are dedicated to meeting the needs of customers.

*e. Respect*

ASI employees demonstrate respect of other people at all times. They treat others as they want to be treated. They respect people's differences and are always ready to learn the most effective way of serving them.

*f. Trustworthiness*

ASI employees are trustworthy. They keep their promises, fulfill their commitments, and abide by the letter and well as the intent of all agreements.

## 2. STAFF CODE OF CONDUCT

To ensure orderly operation and to promote efficiency, productivity and cooperation among employees, ASI expects employees to follow rules of conduct that will protect the interest and safety of all employees and ASI.

The following conduct is prohibited and will not be tolerated by ASI. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and ASI operations also may be prohibited. ASI has a zero tolerance for workplace violence.

ASI reserves the exclusive right to determine appropriate disciplinary action for any violation of company policy. This statement of prohibited conduct does not alter ASI's policy of at-will employment. Either the employee or ASI remain free to terminate the employment relationship at any time, with or without cause or advance notice.

*a. Theft & Fraud*

Any theft or fraud committed by an employee will not be tolerated by ASI. This includes: theft or unauthorized removal of property from the corporation, fellow employees, customers, or any person on the employer's property; misuse of funds or property; obtaining employment based on false or misleading information; altering, falsifying, or destroying any timekeeping record; punching another employee's time card or allowing another employee to punch one's time card; and falsifying information or making material omissions in any document or record, including the making of a statement on an employment-related matter, which an employee knows, or should have reasonably known, to be false and/or without merit.

*b. Safety*

ASI is committed to protecting the safety of all of the organization's employees. All of the following are prohibited: possession, distribution, sale, transfer, or use of alcohol, marijuana, or illegal drugs in the workplace, on company property, while on duty, appearing for duty, or working under the influence of alcohol and/or drugs, or while operating employer-owned vehicles or equipment; actual or threatened physical violence towards another employee, customer or visitor; violating safety or health policies and/or practices or engaging in conduct that creates a safety or health hazard; smoking in prohibited areas; possession of dangerous or unauthorized materials such as explosives, firearms, weapons, or any other hazardous or dangerous devices; and harassment, especially sexual, racial or other harassment prohibited by law or ASI policy, including behavior or language offensive to others.

*c. Timekeeping, Attendance & Performance*

Accurate timekeeping of attendance and satisfactory performance of ASI employees is necessary for the efficiency and productivity of the corporation. All of the following are prohibited: frequent or excessive tardiness or absences from work or an employee's work area; unauthorized use of telephone, mail systems, computer systems, or other employer-owned equipment; release of confidential information about the corporation, its customers, or employees; unsatisfactory job performance or incompetence; discrimination prohibited by law; carelessness or negligence when performing duties; sleeping on duty; boisterous or disruptive activity in the workplace; misusing, destroying, or damaging property of the corporation or that of a fellow employee, customer, or visitor; insubordination, including improper conduct toward a supervisor or refusal to perform tasks assigned by a supervisor; or violation of any ASI policy.

*d. Conflict of Interest*

Members must avoid conflicts of interest. Business decisions must be made objectively on the basis of price, quality, service, and other competitive practices. To avoid any potential influence from existing or potential vendors and customers, members are prohibited from accepting gifts, of more than token value, from vendors, suppliers, and customers.

Members transacting business or entering into contracts on behalf of the ASI must not have any interest, financial or personal, in those transactions or contracts. Should a member have an interest in an organization with whom the ASI transacts business, the member must recuse from any negotiation, authorization, or approval of such transactions.

Members must not be employed outside the ASI where outside employment impairs their ability to conduct ASI business because of conflicts of interest and competing interests.

Each year, all members will receive a copy of this policy and indicate with his/her signature that he/she has read and understood the policy. The signed statement will be kept on file in the ASI administrative Office.

### **3. WORKPLACE CONDUCT**

To ensure orderly operation and promote efficiency, productivity, cooperation, and safety, ASI expects all employees to adhere to the following workplace conduct guidelines.

a. *Job Abandonment*

A job is considered abandoned by the employee if more than two consecutive shifts are missed without notice to the supervisor or if the employee fails to return from an authorized leave on the date such leave ends. Job abandonment may be grounds for immediate termination of employment.

b. *Respect for a Non-Partisan Organization*

Although individual employees are entitled to their own personal or political views, Associated Students Inc. as a corporation cannot endorse any political candidates. Under the Internal Revenue Code, all section 501(c)3, organizations are prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf, or in opposition to, any candidate for elected public office.

c. *Support for the Mission of the Organization*

All employees of Associated Student Inc. must support the mission of the organization including, but not limited to, the equal support of all student leaders and support of the positions taken by the organization.

d. *Non-Fraternization*

The Associated Students Inc. desires to avoid misunderstandings, complaints of favoritism, possible claims of sexual harassment, and employee morale and dissension problems that can result from personal or social relationships between employees. Accordingly, all employees, both management and non-management, are prohibited from fraternizing or becoming romantically involved with other employees when, in the opinion of the organization, their personal relationships may create a potential conflict of interest, cause disruption, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security, or morale.

An employee or volunteer of the ASI or the campus community who fails to withdraw from participation in activities or decisions that may reward or penalize the party with whom they are having a consensual personal or romantic relationship will be deemed to have violated this policy.

All employees should also remember ASI maintains a strict policy against unlawful harassment of any kind, including sexual harassment.

e. *Children at Work*

Due to health and safety concerns, employees are prohibited from having minors (persons under the age of eighteen) visit their worksite during working hours, unless the minor's visit is the result of unforeseen, emergency circumstances beyond the control of the employee for a limited time.

Employees must first obtain the permission of their immediate supervisor before bringing minors into the workplace. Recurring visits may result in disciplinary action. Employees will be held liable for the actions of their children during all times they are on ASI premises.

The presence of children in the workplace creates a distraction that can compromise an employee's ability to perform their duties. Employees are urged to make appropriate arrangements for dependent care and/or use their accrued leave in order to minimize incidents of child visitors.

## **4. WORKPLACE VIOLENCE**

ASI is committed to providing a work environment that is as free as possible from intimidation, threats of violence, and acts of violence. Intimidation is defined as an intentional act toward another person, causing the other person to reasonably fear for their safety or the safety of others. A threat of violence is defined as an intentional act that threatens bodily harm to another person or damage to the property of another. An act of violence is defined as an intentional act that causes bodily harm, however slight, to another person or damage to the property of another.

Any acts or threatened acts of violence or intimidation will not be tolerated. Anyone engaging in such acts will be subject to disciplinary action, up to and including immediate termination, and may also be personally subject to other civil or criminal liabilities.

Violent behavior includes, but is not limited to:

- a. The actual or implied threat of harm to an individual, group or individuals, or relatives of those individuals.
- b. The possession on ASI or California State University, Fullerton ("university") property of a firearm or weapon of any kind (unless specifically authorized in writing by the ASI Executive Director, in concert with the University Police Department), or the brandishing of any object which could reasonably be construed as a firearm or weapon. The term "property" shall include any ASI or university work site regardless of ownership, or any location where the individual is engaged in ASI or university business.
- c. Loud, angry, or disruptive behavior that is clearly not a part of the typical work environment, including:
  - Unwelcome name-calling, obscene language, and other abusive behavior
  - Intimidation through direct or veiled threats
  - Throwing objects in the workplace regardless of the size or type of the object being thrown, or whether the person is the target of the thrown object
  - Physically touching another person in an intimidating, malicious, or harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing and pushing
  - Physically intimidating others including such acts as obscene gestures, shouting, and fist shaking.
  - Callous or intentional disregard for the physical safety or well-being of other(s).
  - Willful destruction of ASI, university, customer, or employee property.
  - Commission of a violent felony or misdemeanor on ASI or university property.

This policy applies to employees engaging in any violent behavior regardless of whether or not the behavior is exhibited during the employees' regular work schedule. Any employee who is subjected to, witnesses or has knowledge of an action which could be perceived as a violent act, or has reason to believe that such actions may occur, must report it immediately to their supervisor, the Human Resources Director, or to the ASI Executive Director. Employees may raise concerns and make reports without fear of reprisal.

## **5. MOBILE DEVICES**

All employees using mobile device(s) in part to conduct any ASI business may be subject to public record, subpoena, or other formal requests of information, due to being able to create, receive, send, or store ASI data. As a result, information contained on devices are subject to Federal and State Data Maintenance laws (e.g., public record requirements or record retention requirements). Regardless of being ASI/University Phone or a personal mobile device all employees must refrain from using mobile devices to relay confidential information, and are required to follow all State and Federal laws.

### **Data Security**

Any mobile devices that have data capabilities must be password protected. If a mobile device with data capabilities is stolen or missing, it must be reported to the employee's supervisor, the service provider, and to ASI Information Technology as soon as possible.

All employees are expected to delete all ASI data from their mobile devices when their employment with ASI is severed, except when required to maintain that data in compliance with a litigation hold notice.

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**DATE APPROVED: 03/07/2017**

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