

Rules of Conduct

Rules of conduct for PRAXIS employees are intended to promote the orderly and efficient operation of PRAXIS, as well as protect the rights of all employees. Violations, therefore, shall be regarded as cause for disciplinary action.

These rules are published for the employees' information and protection. Ignorance of work rules is not an acceptable excuse for violation. It is each employee's responsibility to know the rules and abide by them. These rules are not all-inclusive. Employees are expected to know and abide by these rules as well.

Rules of conduct

Human Resources /Administration shall be consulted regarding the consistency of rule interpretation and appropriateness of the penalty being applied for violation of any of the following rules of conduct.

Section 1

For violation of any of the following rules, an employee shall be subject to penalties ranging from a formal written warning notice up to, and including, discharge.

- A. Neglect of duty.
- B. Insubordination or refusal to comply with employer's instructions, unless such instructions are injurious to the employee's safety and health.
- C. Conduct described below:
 - Immoral or indecent conduct.
 - Conviction of a felony.
 - Conviction of a misdemeanor involving moral turpitude while an employee of the PRAXIS.
 - Violation of local, state, or federal law, which causes unfavorable publicity to the PRAXIS, impairs the credibility of the employee to perform the employee's job or is otherwise connected to PRAXIS employment.
- D. Intentional falsification of personnel records, payroll reports or other PRAXIS records.
- E. Theft/corruption or financial mismanagement, intentional destruction, or defacing of PRAXIS, employee property.
- F. Deliberate or careless conduct endangering the safety of self or other employees, including the provocation or instigation of violence.
- G. Consuming alcoholic beverages while on duty, except at approved PRAXIS functions, or the possession or consumption of illegal drugs.
- H. Abusive, threatening or coercive treatment of another employee or member of the public.
- I. Reporting for work in an unsafe condition, which includes but is not limited to, being under the influence of alcoholic beverages or drugs. An employee who so reports shall be sent home with pay pending investigation.
- J. Knowingly admitting an unauthorized person or persons into any locked or restricted building or area of the campus.
- K. For other offenses of equal magnitude to the above.

When an employee engages in conduct in violation of the Section 1 rules and the conduct is committed off-duty and not on PRAXIS property, the PRAXIS may

discipline the employee, up to and including discharge, whenever the conduct causes unfavorable publicity to the PRAXIS, impairs the credibility of the employee to perform the employee's job or is otherwise connected to employment at the PRAXIS. Conduct that is off-duty but on PRAXIS property or that is directed toward PRAXIS employees, representatives or property is always connected to employment at the PRAXIS. Likewise, conduct that is on duty but off PRAXIS property is always connected to employment at the PRAXIS.

Section 2

For the commission of any of the following offenses, an employee shall be subject to disciplinary action up to and including discharge. Disciplinary action for the same or different offenses shall progress in the following manner:

1. **Verbal warning.** Verbal statement to employee that he/she has violated a rule and/or regulation and that such violation may not continue.
2. **Written reprimand.** Formal notification in writing to employee that he/she has violated a rule and/or regulation.
3. **Suspension.** Loss of work and wages for a specific number of hours or days, but not for more than one workweek, depending on the severity of the offense. Notice of suspension is provided to the employee in writing.
4. **Discharge.** The employer/employee relationship is severed.

If an employee receives four warning notices for the same or different offenses within a period of 12 consecutive months, the employee shall, at the time of the issuance of the fourth such notice, be subject to discharge.

- A. Excessive absenteeism.
- B. Excessive tardiness.
- C. Inattentiveness to work, including but not limited to, failure to start work at the designated time, quitting work before proper time, or leaving assigned work area, building, or project during working hours without authorization from appropriate supervisor.
- D. Violation of a safety rule or safety practice.
- E. Smoking in prohibited areas.
- G. Failure to report for work without giving the supervisor or department head notice of absence within two hours after the beginning of the scheduled workday.
- H. Any other offense of equal magnitude to the above.

Confidential information

It is each employee's responsibility to become familiar with the provisions included in this policy.

The following policy governs the disclosure of confidential information held in any manner by employees of PRAXIS. The purpose of this policy is to protect and safeguard individual and PRAXIS information used throughout the PRAXIS.

1. For purposes of this policy, "confidential information" includes, but is not limited to:
 - a. Student educational information and discipline records.
 - b. Non-public personal information, concerning employees, but not limited to, information system user identification numbers and password, internal communications, banking or financial information, medical and health information, disability status or

- special needs, insurance information, and personal benefits information.
- c. PRAXIS-related information which has not been publicly published or released with PRAXIS authorization, including but not limited to budget, financial, negotiation, bidding and other information.
 - d. PRAXIS research data, information and findings including audio-visual material that are protected by law, contract or policy.
 - e. Information described as confidential under any other PRAXIS policy, rule or directive.
 - f. Other information and records, which the employee is directed under proper authority to not disclose. Confidential information does not include information publicly disclosed by the PRAXIS or which is required to be disclosed pursuant to law or contract.
2. All PRAXIS employees must hold any confidential information in trust and confidence, and not use or disclose it or any embodiment thereof, directly or indirectly, except as may be necessary in the performance of duties for the PRAXIS or as otherwise required by law or contract.
 3. PRAXIS employees may not remove confidential information from an office, or duplicate confidential information, unless authorized by the PRAXIS to do so. Upon termination of any assignment or as directed by a supervisor, employees shall return all such materials and copies thereof to their proper location in the office.
 4. The policy does not prevent or prohibit the internal use of confidential information for the legitimate academic, administrative, and operational purposes and needs of the PRAXIS as authorized by the PRAXIS. This policy does not prevent or prohibit employees from good faith disclosures of a violation(s) of law, contract or policy, either within the PRAXIS or to the appropriate external body or authority, and such disclosure will not result in adverse employment action against the disclosing employee.
 5. Questions regarding authorized disclosure or use under this policy should be directed to the University employee's supervisor prior to disclosure or use.
 6. PRAXIS employees who violate this policy will be subject to legal action, including but not limited to disciplinary action up to and including termination of their employment or contractual relationship.

Authorities*:

Verbal Warning (1st level): Respective Line Manager/Administration in consultation with the disciplinary Committee.

Written reprimand (2nd level): Respective Line Manager/Administration in consultation with the disciplinary Committee

Suspension (3rd level): Respective Line Manager/Administration in consultation with the disciplinary Committee

Termination/Discharge (4th level): Termination/Discharge could only be given post the approval from the Director and CEO.

*In case of a dispute or employee's disagreement with decisions with any of the authorities, the employee can approach the core group with specific details about the issue.