



# California Health Sciences University

## CHSU EMPLOYEE CONDUCT, GROOMING, AND ATTIRE

### I. POLICY STATEMENT

#### A. Employee Conduct

1. CHSU requires all employees to conduct themselves in a professional manner at all times. Below is a partial list of activities for which an employee may be disciplined:
  - a) Violation of the Code of Ethical Conduct
  - b) Insubordination, refusal to obey orders or to perform job assignments, or rude behavior.
  - c) Sleeping or leaving the job during work hours.
  - d) Theft, unauthorized removal or willful damage to any property belonging to another employee, a customer or student, a vendor or to CHSU.
  - e) Possession of firearms or other dangerous weapons on CHSU premises without written authorization from the President.
  - f) Falsification or omission of pertinent information of CHSU records.
  - g) "Horseplay," wrestling, dangerous practical jokes, or throwing objects.
  - h) Repeated absences or tardiness, including unreported absences.
  - i) Disregard for safety rules or practices, security regulations or safety disciplinary rules.
  - j) Substandard or unsatisfactory work performance.
  - k) Leaving the workplace without notifying your supervisor.
  - l) Unauthorized operation, repair, or attempt to repair machinery, tools, or equipment.
  - m) Unauthorized use of the telephone or computers.
  - n) Committing any act or threat of violence against another employee, student, vendor or third party.
  - o) Using CHSU-owned material, time, equipment, or personnel for any unauthorized purpose.
  - p) Failure to immediately report an injury or accident to your supervisor.
  - q) Posting or removing any materials on CHSU property without proper approval.



## California Health Sciences University

- r) Unauthorized entry or exit from the premises at any location at any time.
  - s) Abusive, rude or profane language to employees, customers, students or vendors.
  - t) Smoking in any enclosed areas of the workplace including: covered parking lots, lobbies, lounges, waiting areas, elevators, stairwells, and restrooms.
  - u) Provoking a fight, or fighting during working hours or on CHSU premises.
  - v) Engaging in criminal conduct, whether or not related to job performance.
  - w) Abuse of company resources, time, or equipment, including computers, phones, and electronic technology. More information can be found in the University's Acceptable Use policy.
  - x) Engaging in personal business on company time or during work hours, except in the case of emergencies.
  - y) Unauthorized release of student or employee confidential or protected information.
  - z) Violation of any University policy.
2. The foregoing is not all-inclusive, but only serves as examples of conduct that will not be tolerated.

### B. Attorney-Client Confidentiality

1. On occasion, you may be a participant in discussions involving confidential University business, including matters that are the subject of a pending or potential lawsuit. The dissemination of this information to you and others is necessary to communicate litigation strategy and implement the advice of counsel. You must maintain the confidentiality of this information. The information is protected by the attorney-client privilege. The privilege is owned by the University. As a result, only the President and/or Dean can authorize the dissemination of any litigation information. You cannot discuss the information with others including co-workers, spouses or friends.

### C. Solicitations

1. In order that employees are not bothered at work and to avoid disruption of CHSU operations, non-employees will not be permitted to solicit employees during work hours. Solicitations by employees will be allowed during rest and meal periods, and only in the break room.



## California Health Sciences University

### D. Tools and Equipment

1. Tools or equipment necessary to the performance of a job shall be provided and maintained by CHSU. Personal use of University property, including tools, vehicles and other equipment is strictly prohibited. In addition, you are prohibited from using tools and equipment on which you have not received training.

### E. Grooming and Attire

1. CHSU considers the presentation of its image to employees, students and the public to be an important factor in our success. CHSU observes a business casual dress code, except on Fridays where denim is acceptable. Casual Fridays do not apply to individuals participating in Student Interview Days and if announced ahead of time for a specific event. The University requires all employees to dress in good taste and observe good habits of grooming and personal hygiene. Clothing should be neat, clean, not create undue distractions, and be consistent with safety guidelines. Hair must be clean and neat. Beard and mustaches may be worn if they are kept neat and well-trimmed. Make-up, jewelry and other accessories should be appropriate for our business and the employee's specific job function.
2. Dress code requirements may vary based on job function, level of contact with students and members of the community, safety issues and other business considerations. When appropriate, CHSU will make reasonable accommodations in its grooming standards. If you are uncertain as to the appropriateness of a specific clothing item, accessory or style of dress, please consult your supervisor or the Office of Human Resources.

- 
- Policy Owner: Human Resource
  - Effective Date: 12/07/2017
  - Approval by President Date: 12/07/2017
  - Approval by Provost Date: 12/07/2017