

Prohibited Conduct Policy

Prohibited Conduct

Listed below are examples of inappropriate conduct or infractions of work rules that are prohibited and will not be tolerated. It is not intended as a comprehensive listing: other types of conduct deemed injurious to security, personal safety, employee welfare, and Chico State Enterprises' operations will also be prohibited. Such misconduct can result in disciplinary action that may include immediate discharge without warning. Interpretations as to the appropriateness of employee behavior and disciplinary action are at the sole discretion and judgment of Chico State Enterprises. Supervisors are advised to first consult Chico State Enterprises' Human Resources Director or Executive Director prior to taking any corrective action against an employee.

Obtaining employment based on false or misleading information;

Falsifying information in, or making material omissions in, any documents or records;

Engaging in criminal conduct, whether or not related to job performance;

Misusing funds, or other forms of dishonesty;

Stealing or damaging Chico State Enterprises or University property, or the property of another employee or visitor;

Removing or borrowing Chico State Enterprises property without prior authorization, or other unauthorized use of Chico State Enterprises time, materials or facilities;

Acting in any manner that might endanger the safety or lives of others or Chico State Enterprises security;

Illegal possession of firearms or weapons on Chico State Enterprises or University premises;

Fighting on Chico State Enterprises or University premises;

Being under the influence of, or possessing intoxicants or unlawful drugs while on the job;

Discriminating in a manner prohibited by law or Chico State Enterprises policy;

Unlawful harassment, including behavior or language offensive to other employees;

Disclosing confidential information to unauthorized persons;

Disregard for Chico State Enterprises policies or procedures or other insubordination;

Inappropriate or unprofessional conduct while working or while representing Chico State Enterprises;

Unsatisfactory or marginal performance, as defined by the supervisor;

Failure to observe working schedules or assigned overtime;

Excessive absenteeism or lateness;

Failing to report injuries, no matter how slight;

Failure to provide a physician's certificate when requested to do so;

Working overtime without authorization;

Behavior that is offensive to other employees;

Violation of any employer policy, including policies described in this manual, as revised from time to time.

It should be remembered that employment with Chico State Enterprises is terminable at-will. Accordingly, either the employer or the employee may terminate the employment relationship at-will, with or without cause or advance notice. Chico State Enterprises retains the right to administer and modify all terms and conditions of employment, including the right to impose discipline of whatever type and for whatever reasons the employer, at its sole discretion, determines to be appropriate.