


<p>3364-25-01</p> <p>President</p> <p>Chief Human Resources Officer and Provost</p> <p>All University of Toledo campuses</p>		 <p>:</p> <p>January 19, 2024</p> <p>August 15, 2014</p>	
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	New policy		Minor/technical revision of existing policy
	Major revision of existing policy	X	Reaffirmation of existing policy

(A) Policy statement

The university of Toledo's goals of excellence are supported by a set of standards of conduct. The university seeks to encourage a safe and pleasant work atmosphere which occurs when everyone cooperates and commits to appropriate standards of conduct.

(B) Purpose of policy

In compliance with the provisions of section 3345.21 of the Revised Code, the board of trustees of the university has adopted standards of conduct and makes them applicable to all persons. These rules are not intended to restrict the rights of employees, but rather to advise employees of prohibited conduct and allow the department and ultimately the university to attain its objectives in an orderly manner. Other rules are provided by statute, by Administrative Code, and by administrative procedures established by management.

(C) Scope

The policy applies to all employees except to the extent the activity or conduct is specifically governed by a separate agreement or university policy.

(D) Procedure

(1) All vice presidents, deans, and other supervisors are responsible for the appropriate and consistent application of this policy. All vice presidents, deans, and other supervisors are also responsible for initiating the request for disciplinary action as soon as they are aware of a potential situation.

(2) Employees are expected to become familiar with the established rules of the university and the departments in which they work. Employees are responsible for complying with and adhering to all performance expectations, policies, and procedures. Employees are expected to conduct themselves in a manner both on and off duty that does not adversely affect the ability of the employee to perform the duties of their position.

(3) General rules of conduct and policies have been established to help achieve the objectives of this policy. The expectation is that all employees are held to the highest standards of conduct in (the)312 (nd9n 0.1i16 0 Td(.p)-4 (.09 (pe

