



Subject:	Personal Conduct
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507.1 Purpose

To establish a policy on personal conduct for the Office of the UTech Commissioner.

507.2 Approval

UTech Board of Trustees approval: October 15, 2009. Revised: June 8, 2016; September 13, 2017.

507.3 Policy

- 3.1 **Personnel Represent the Office:** Employees represent the Commissioner's Office. Individuals should take pride in their personal appearance. Punctuality, willingness to be of service, good taste, and courtesy should be observed at all times.
- 3.2 **Confidentiality:** Personnel should keep Commissioner's Office business out of social conversation. The confidential affairs of the office are not proper subjects for outside discussions.
- 3.3 **Conduct in Office:** Gambling, the drinking of intoxicating liquor or beer, and disorderly conduct of any kind are prohibited.
- 3.4 **Smoking:** Smoking is not permitted. Smoking within twenty-five feet of a building entrance is prohibited.
- 3.5 **Workplace Safety:** Every employee has a right to feel safe in the workplace, free from violence, fear of violence, threats, or intimidation. Employees may not engage in speech, conduct, or behavior, whether intentional or unintentional, which causes harm or injury to another person or creates a threat to, intimidation of, or fear of violence in another person.