

## Student Employee General Rules of Conduct

To assist with the efficient operation of St. Norbert College and to insure the safety and well being of those at the college, the following rules of conduct should be adhered to at all times. These rules of conduct are not for the purpose of restricting your rights and activities but are intended to help you by defining and protecting the rights and safety of all people. You are expected to acquaint yourself with these rules and other work rules specific to your department. It is for conduct such as that defined below that you would be subject to corrective action, including suspension or termination, depending upon the severity of the violation. These rules include, but are not limited to, the following:

1. Unauthorized use and/or possession of intoxicating beverages, narcotics, or dangerous drugs on St. Norbert College premises; or reporting to work under the influence of the aforementioned.
  2. Fighting, gambling, use of profane, obscene, or abusive language while at work.
  3. Carrying unauthorized weapons.
  4. Behaving in a discourteous or disrespectful manner toward your supervisor.
  5. Refusing to carry out the instructions of your supervisor (insubordination).
  6. Leaving the job without permission during regularly assigned working hours.
  7. Sleeping while on duty.
  8. Creating unsafe conditions.
  9. Misuse of internet or cell phones during work hours.
  10. Theft or unauthorized removal or use of property belonging to St. Norbert College or to employees, students, or visitors of the college.
  11. Loss, damage, or destruction of property belonging to St. Norbert College or to employees, students or visitors of the college.
  12. Unwillingness or inability to work in harmony with others, discourtesy, or conduct creating discords.
- It is the policy of St. Norbert College to provide to all members of its community an environment conducive to productive learning, working and living, free of harassment of any form.
  - Harassment is a serious obstacle to such an environment and is inconsistent with the mission of the College.
  - For additional information regarding harassment policies go to our website <http://www.snc.edu/financialaid/studentemployment>