

Applies to: All Employees in the Operations & Facilities Management Department (OFMD)

GUIDELINES:

Issued: 12/5/13
Revised: 10/10/18

PURPOSE:

The purpose of this guideline is to ensure that all OFMD personnel exhibit a respectful, professional, courteous, and generally businesslike manner in the workplace, complying with all Washington University and OFMD guidelines. The department staff should display an identity that represents our professionalism and contribution to the School of Medicine.

PROCESS:

Professional Conduct

- Employees will respect the diversity of individuals in the workplace
- Employee will comply with the Washington University Climate of Mutual Respect: <https://diversity.med.wustl.edu/training/climate-of-mutual-respect/>
- Employees will not use vulgar, intimidating or abusive language, or otherwise engage in conduct that reflects poorly on OFMD. Examples of conduct that may be considered abusive include (but are not limited to):
 - Threatening or intimidating behavior or words (written or oral)
 - Obscenities/profanities (verbal or gestures) directed at a person
 - Threatening or obscene gestures, jokes, cartoons or emails
 - Degrading a person or a group on the basis of a personal or cultural characteristic
 - Taunting, jeering, mocking or humiliating another person through acts or words
 - Screaming and/or yelling at or around others
 - Insulting someone, especially in the presence of others
 - Endangering the safety of an individual or individuals
- Employees will comply with the Washington University Code of Conduct Policy. For additional information concerning the University's code of conduct policy please reference: <http://universitycompliance.wustl.edu/codeofconduct/Pages/default.aspx>
- Employees will comply with Washington University's prohibition of the use of tobacco products or other banned substances while on campus. For additional information concerning the University's tobacco free policy and the University's banned substances policy please reference the following sites:
<http://www.wustl.edu/announcements/tobaccofree/policy.html>
<http://hr.wustl.edu/policies/Pages/DrugandAlcoholPolicy.aspx>

Enforcement

- Supervisors are responsible for the enforcement of the policy.
- Violations of the policy may be cause for disciplinary action up to and including termination of employment.