Workplace Behavior Policies

Policies Regarding Workplace Behavior

Rules and regulations regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the University, is in violation of University policy, is unsatisfactory or is offensive will not be tolerated.

Examples of Workplace Violence, Harassment, and Improper Conduct

Examples of behavior that may result in disciplinary action, including possible termination, include the following.

1. Treating others in a discourteous manner;
2. Failing to report to work punctually at the assigned times, or failing to be at the proper work station ready for work as scheduled;
3. Fighting with or assaulting others;
4. Threatening or intimidating others;
5. Stealing, destroying, defacing or misusing University property or another's property;
6. Engaging in acts of insubordination including, but not limited to, refusing to follow management’s instructions concerning a job-related matter;
7. Using profanity or abusive language;
8. Sleeping on the job;
9. Playing malicious or dangerous pranks or practical jokes, or engaging in horseplay;
10. Sexual or any other form of illegal harassment;
11. Possession of deadly weapons on University property;
12. Poor work performance; and
13. Violation of University and/or Facilities & Services (F&S) policies or directives.

This list is not intended to be and should not be considered an exclusive listing of inappropriate behavior. Indeed, it would be impossible to list all the circumstances under which discipline may be imposed. F&S retains complete discretion to administer discipline for behavior it deems inappropriate, whether listed above or not. Any employee who knows of any act prohibited by law or by University policy or the code of conduct shall report it promptly to the appropriate supervisor.

Sexual Harassment

It is University policy to prohibit harassment of any employee by a supervisor, employee, customer or visitor including harassment on the basis of sex, sexual orientation, gender or gender identity.

A. Definition of sexual harassment

Sexual harassment means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or a basis for an academic or employment decision; or
2. Such advances, requests or other conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment;
3. The behavior continues despite objection by the person to whom the conduct is directed.
B. Examples of Sexual Harassment

1. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include, but are not limited to:
   a. Unwelcome sexual advances;
   b. Requests for sexual favors;
   c. Obscene gestures;
   d. Displaying sexually graphic magazines, calendars, posters, etc;
   e. Displaying derogatory cartoons, posters and drawings;
   f. Sending sexually explicit emails or voice mail; and
   g. Other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments.

2. Depending on the circumstances, inappropriate conduct can also include:
   a. Sexual joking;
   b. Vulgar or offensive conversation or jokes;
   c. Commenting about an employee's physical appearance;
   d. Conversation about your own or someone else's sex life;
   e. Teasing or other conduct directed toward a person regarding his/her sexual orientation, gender or gender identity, which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

Reporting Inappropriate Workplace Behavior

A. Procedures

1. Anyone who feels s/he has been subjected to conduct that violates this policy has the responsibility to immediately report the matter to his or her supervisor.
2. If the supervisor is unavailable or you believe it would be inappropriate to contact the supervisor, you should immediately contact the appropriate Human Resources Representative.
3. If you are unsure to whom you should raise an issue, or if you have not received a satisfactory response within five (5) business days after reporting any incident, please immediately contact the F&S Human Resources Department, who will ensure that an investigation is immediately conducted.
4. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violate(s) this policy.
5. To the extent possible, the confidentiality of the reports will be maintained.

B. Supervisors

All supervisors are accountable for effective administration of this policy. Any supervisor who has witnessed/received a complaint of violence or improper conduct or is aware of possible harassment by anyone - including other supervisors, co-workers, visitors, students, or contractors - must immediately advise the Associate Director of Human Resources. Supervisors who fail to do so will face disciplinary action, including possible termination of employment.

C. F&S will not allow any form of retaliation against individuals who report unwelcome conduct to F&S management or who cooperate in the investigation of such reports in accordance with this policy. Retaliation is unlawful. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.
WORKPLACE VIOLENCE

The University of Illinois at Urbana-Champaign is committed to a nonviolent environment for all employees and students. Acts of violence and threats of violence are not acceptable conduct in the workplace and will not be tolerated. Violent acts and threats of violence should be reported to the campus police and to supervisors immediately.

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Personnel Policies: Section IX/A-19

DISCRIMINATION AND HARASSMENT

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on merit and be free from invidious discrimination in all its forms. The University of Illinois will not engage in discrimination or harassment against any person because of the following protected categories: race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal, state and applicable local nondiscrimination, equal opportunity and affirmative action laws, orders and regulations.

The University is committed to ensuring that its learning and working environments are free from all forms of discrimination and harassment.

Discrimination:
No University student, faculty or staff shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any University service, program or activity because of the protected categories. Examples of discrimination may include, but are not limited to denying raises, benefits, promotions, leadership opportunities or performance evaluations, preventing any person from using University facilities or services or denying a person access to an educational program.

Sexual Harassment:
The University will not tolerate sexual harassment in work, study or residential life, and will take action whenever sexual harassment is discovered. Sexual harassment is a form of discrimination. It is defined by law and includes requests for sexual favors, sexual advances or other sexual conduct when (a) submission is either explicitly or implicitly a condition affecting academic or employment decisions; or (b) the behavior is sufficiently severe or pervasive as to create an intimidating, hostile or repugnant environment; or (c) the behavior persists despite objection by the person to whom the conduct is directed. The university considers such behavior, whether physical or verbal, to be a breach of its standards of conduct. It will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy.

Retaliation:
The University strictly prohibits and will not tolerate reprisals or retaliation against persons due to their assertion of their protected civil rights, including the filing of internal complaints of discrimination, filing complaints with Federal or State civil rights enforcement agencies, or participation in an investigation of such a complaint (e.g., serving as a witness).

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POLICY 16
CONDUCT AND DISCIPLINE
Rule 16.04 - Employee Conduct in the Workplace
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Employees will treat fellow employees with courtesy and respect for their personal dignity and will comply with the University’s nondiscrimination policy that forbids harassment of or discrimination against any individual in the full and equal use of the facilities and services of the University.

Supervisors and employees must comply with the University policy to prevent sexual harassment at the work site. Sexual harassment is prohibited under the provisions of state and federal law. Harassment on the basis of sex is a form of sex discrimination.

The University is committed to a nonviolent work environment for all employees and students. Acts of violence and threats of violence and/or use of weapons on University property are not acceptable conduct in the workplace and will not be tolerated.

Employees shall exercise care in the use of personnel, property, and funds entrusted to them. Employees shall not conduct personal business on University time, or use University time, personnel, facilities, or property for other than officially approved activities. Employees are expected to be punctual and to be present at the work site during their normally scheduled work hours.

Regulations
16.041 Employee Orientation
Unit heads and supervisors will insure that all employees receive adequate orientation about care of University resources and acceptable conduct on the job, and will provide the necessary leadership to assure equitable treatment to all employees under their supervision.

16.042 Reporting Violent Acts and Threats of Violence
Employees shall report violent acts and threats of violence to the campus police and to supervisors or other unit officials immediately.

16.043 Removal of Materials from University Property
Employees shall not remove materials from University property for their own use or that of others unless such removal has been approved in writing by supervisors, as authorized by University policies. In certain special circumstances employees may be permitted to take University equipment off campus for the purpose of doing University work. In such cases the employee should have written permission from the unit head or a designee specifying the particular equipment, purpose, and when the equipment is to be returned. Appropriate forms for this purpose have been developed by the Office of Business Affairs.

16.044 Disclosure of Confidential Information Prohibited
Employees who have access to confidential or private information, such as student and personnel records, legal records, medical records, or budget data, or who have access to private areas, such as student residential areas or faculty offices, shall not disclose information except as authorized by University policy.

16.045 Use of University Telephones and Postage
When necessary, employees may make and receive brief personal telephone calls from time to time. Employees may not make long distance calls or receive collect calls at the unit’s expense. The campus mail service is to be used for official University business only. The personal use of University postage is prohibited.

16.046 Dress Guidelines
Units may establish dress guidelines for employees provided they are reasonably related to work, and units may require staff members to wear visible identification badges.