



UPHL Code of Conduct

PURPOSE

This Code of Conduct is to define the standards of conduct for all employees of UPHL. This code expands upon the Department of Human Resources Management Rules R477-9, Employee Conduct, and the UDOH policy 08.10 Employee Code of Conduct to define what is acceptable of all staff of UPHL. Failure to act in a manner consistent with this code of conduct may subject an employee to disciplinary action in accordance with the Department of Human Resource Management Rules R477-11, Discipline, even if the conduct in question is not specifically listed in this Code.

RULES

Employees may not engage in any behavior that is so inflammatory that it compromises the ability of UPHL to maintain our professional responsibilities, calls into question any employees' ability to perform their job competently, or destroys the public's respect for government employees or weakens the public's trust in UPHL.

All employees are expected to:

1. Uphold the ethical rules governing the production and distribution of laboratory data
2. Treat the public and co-workers with respect and in a professional manner that does not abuse anyone emotionally, physically, sexually or verbally.
 - a. This includes engaging in or perpetuating slanderous and/or malicious gossip.
3. Refrain from using any language or engaging in any activity that is demeaning, belittling, offensive or inappropriate.
4. Respect others religious and cultural values and/or differences.
5. Report any known or suspected improper treatment of employees to their supervisor, the laboratory director, and/or HR.
6. Use department resources only for intended purposes.
7. Maintain approved work and exercise schedules
 - a. You must notify your supervisor of any unplanned absences BEFORE your regularly scheduled start time.
 - b. Supervisors shall determine how they want to be notified of absences (e.g. text, voicemail, email, phone call, etc.)
8. Sign and acknowledge this Code of Conduct on an annual basis.

No employee shall engage in any activity that could be considered a dereliction of duty, including but not limited to:

1. Absent without leave.
2. Abuse leave.
3. Be reluctant or negligent of their assigned work responsibilities.
4. Leave work without proper notification or approval.



5. Participate in, condone, conceal or be associated with dishonesty, fraud, misrepresentation or theft.
6. Consume, distribute, manufacture, or possess alcohol or any controlled substance while at work or while operating a vehicle as part of the execution of your job duties.
 - a. This does not apply to any controlled substances for which the employee has a valid prescription.
 - b. If any prescription or OTC drug affects your demeanor, ability to perform your duties, or alters your judgement, please speak with HR.

All supervisors are expected to:

1. Treat all staff with respect and dignity.
2. Encourage the professional development of staff
3. Avoid using their position of authority to stalk, harass, or discriminate against any employees.

VIOLATIONS

Depending on the circumstances and the degree of the employee's culpability, the Department may take one or more of the following actions:

1. Corrective action or PIP (Performance Improvement Plan)
2. Disciplinary action (to include written warnings, suspension or termination)
3. Legal actions (which may include criminal prosecution)

If a supervisor declines to take any of the above actions, the supervisor shall document the violation, the circumstances surrounding the violation, and a detailed reasoning why no action was taken. This will be submitted to the Laboratory Director for review and further consideration of any of the above actions.