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Code of Conduct


It is the responsibility of each employee to do a good job, and this carries with it a number of obligations, such as obeying College rules, adhering to safe working practices, and cooperating with College managers and fellow employees. Employees are expected to meet reasonable standards of work performance and personal conduct.

While the College hopes and expects the need for disciplinary action will be rare, when an employee's job performance, attitude, or conduct falls short of the College's standards, appropriate disciplinary action will be taken. Such action will range from counseling to termination. This means that as a general rule, employees will be given an increasingly severe penalty each time an offence is committed. Some types of misconduct, however, are so serious that termination may be imposed for the first offense.

The rules set forth below are not designed for the purpose of interfering with or restricting employee rights. Instead, the goal is to protect the mutual rights and interests of the College and all of its employees. The following lists are not intended to be exhaustive. They are merely intended to provide employees with examples of the types of conduct that may result in disciplinary action. Misconduct not specifically described in these guidelines will be handled as warranted by the circumstances of the case involved. Penalties imposed as a result of infractions of the rules may be modified by the College when extenuating circumstances are found. Likewise, flagrant infractions of the rules may result in action of greater severity than shown below.

The following offenses may constitute grounds for immediate termination:

1. Theft, including but not limited to, the misappropriation, concealment, or removal of College property or the property of another employee or a student without prior authorization.
2. Possession of weapons, ammunition, fire arms, firecrackers, or other similar items on College property or while engaged in College work off campus.
3. Fighting or provoking a fight on College premises.
4. Violations of Ringling College's Non-Harassment Policy.
5. Violation of the College's Substance Abuse Policy.
6. Sabotaging or willfully damaging College equipment or property, or the property of other College employees or students.
7. Coercing, bribing, inciting, or otherwise inducing employees to engage in any practice in violation of College rules.
8. Falsifying or altering time reports, personnel or other records.

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9. Misrepresenting or omitting material facts or giving false information to anyone with a duty to prepare College records, including giving false information on your employment application (no matter when discovered).
10. Walking off the job without prior supervisory permission.
11. Insubordination involving but not limited to defaming, assaulting or threatening to assault a supervisor, refusing to carry out the order of a supervisor, refusing to follow instructions or directions of management personnel, or failure or refusal to perform assigned work.
12. Absence of three (3) consecutive working days without notice to the supervisor or Office of Human Resources or without justification deemed acceptable by the College, in which event the employee will be deemed to have quit voluntarily.
13. Failing to report to work as scheduled following paid time off, a leave of absence, or other excused absence.
14. Failing to call (in advance whenever possible) on each and every day in which you are not reporting to work (unless such absence was approved in advance).
15. Committing a crime, being convicted of a crime, or pleading nolo contendere (no contest) to a crime relating to the employee's employment.
16. Willful violation of the College's rules, regulations or policies.
17. Any conduct which is adverse or prejudicial to the best interests of the College.
18. On or off the job conduct unbecoming a Ringling College employee.
19. Misuse of position or abuse of authority of position for personal reasons or for personal gain or advantage.
20. Disclosure of privileged or confidential information to unauthorized persons.
21. Engaging in any unlawful activity in the workplace.

The following offenses may constitute grounds for appropriate discipline up to and including termination:

1. Smoking in unauthorized areas or in violation of College policy.
2. Unexcused or excessive absenteeism or tardiness.
3. Sleeping on the job.
4. Failing to report work-related injuries to your supervisor as soon as possible.
5. Gambling on campus premises or while conducting Ringling College work off campus.
6. Failing to adhere to Ringling College's safety rules and procedures.
7. Unauthorized absence from one's work area.
8. Creating or contributing to unsanitary, hazardous or poor working conditions.
9. Failure to satisfactorily perform the duties of one's job.
10. Deliberate misrepresentation of facts to a supervisor or any other College representative concerning any work-related matters.
11. Using threatening, obscene, profane or abusive language.



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12. Handling personal affairs or performing personal work during working time without receiving permission from a supervisor.
13. Engaging in horseplay or any physical activity that would cause inattention to duties.
14. Misuse of College property.
15. Failing to follow prescribed safety or other work procedures or policies.
16. Operating, using, or possessing equipment or materials without proper authorization.
17. Failing to notify the College of changes in personal information such as telephone number, address, etc.
18. Solicitation by employees on College property during working time, which in any way interferes with work, is prohibited.
19. Distribution of literature by employees on College property in working areas at any time or non working areas during working times is prohibited.