

DEPAUL STANDARDS OF CONDUCT

In order for DePaul to operate efficiently and safely, it is necessary for all employees to observe the policies and procedures governing our work environment. If your conduct contradicts our best interests and interferes with the orderly and efficient operations of a department, disciplinary measures will be taken, up to and including termination of employment. Correspondingly, you have the right to know what is expected of you from your supervisor and what the consequences will be if those expectations are not fulfilled.

Serious Misconduct

A number of acts of misconduct are universally recognized as being serious violations of accepted behavior and the commission of these acts may subject you to immediate discharge. These acts include, but are not limited to the following:

1. Violation of any consumer rights outlined by the New York State Office of Mental Health, the New York State Department of Health, the North Carolina Department of Health and the South Carolina Department of Health and Environmental Control.
2. Violation of the Code of Ethics.
3. Violation of the compliance program and related policies and procedures.
4. Theft, misappropriation, damage, or destruction of property belonging to DePaul, a fellow employee, individual that we serve, or contractors working for DePaul.
5. Violent acts or threats of violence.
6. Refusing to follow a direct order from a supervisor (insubordination) or disobedience to proper authority.
7. Dangerous horseplay behavior that puts others at risk of injury or the use of abusive, offensive or obscene language in the workplace.
8. Intentional misrepresentation of facts or falsification of records, including time cards, Human Resource information, records of persons we serve, and financial records.
9. Possessing or using alcohol or drugs while on agency premises or performing of work duties while under the apparent influence of alcohol or drugs.
10. Loafing, loitering, or intentional restriction of work output.
11. Sleeping on the job.
12. Improperly disclosing confidential information or other breaches of confidentiality as outlined in DePaul's HIPAA policies and procedures.
13. Leaving the work area during working hours without proper authorization.
14. Possession of a weapon while on DePaul property.
15. Unauthorized or improper use of property, vehicles, or equipment belonging to DePaul or fellow employees including the unauthorized use of a phone and/or computer that is the property of DePaul or a person who we serve.
16. Harassment, including sexual harassment, toward persons we serve or staff which includes sexual advances, requests for sexual favors or other verbal or physical conduct of an improper nature.
17. Use of poor judgment while performing duties resulting in a situation that places persons we serve or staff at risk.