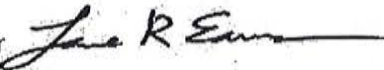


TO: Andrew Leavitt, Chancellor

FROM: Lane Earns, Provost and Vice Chancellor 

DATE: May 19, 2017

RE: Workplace Conduct Expectations Policy

On the recommendations of the Provost's Administrative Staff, Faculty Senate, Senate of Academic Staff, University Staff Senate and Oshkosh Student Association, I am recommending your approval of the Workplace Conduct Expectations Policy.

I have attached the policy for your review. Please contact me if you have questions regarding the proposal.

LE/eh

Attachment

Approve

Do not approve



Signature

5/24/17

Date

University of Wisconsin Oshkosh
Proposal for New Policy or Change in Existing Policy

[Form to be completed by group/individual[s] originating the new policy or change to an existing policy]

Title: Workplace Conduct Expectations Policy

New Policy Existing Policy

Originator: Committee Membership includes: Lisa Goetsch, Sue Jaeke, Jess Kleier, and Cindy Schultz (University Staff Senate), Dale Feinauer (Faculty Senate), Liz Bannenberg (Senate of Academic Staff), and Alex Novak (Oshkosh Student Association)

Reviewed By: Shawna Kuether (Human Resources), Patty Schrader (Equity & Affirmative Action), Jenny Watson (Provost's Office), Tom Grogan (Chancellor's Office), and Wade Harrison (System Legal)

Appropriate Dean, Assistant Vice Chancellor, Associate Vice Chancellor, Vice Chancellor

Date of Submission: February 21, 2017 Proposed Effective Date: Upon Chancellor Approval

Policy Statement

See attached document.

Rationale [*Problem, need, benefits, advantages/disadvantages, etc.*]

UW System University Personnel System Required Policy – each campus is required to write a local policy based on the UW System's Workplace Conduct Expectations policy, WE 3.

Additionally, Human Resources Offices throughout UW System have discussed that including language to address bullying in this policy is appropriate. Bullying at UW Oshkosh is viewed as workplace misconduct.

Institutional Impact [*segments of the University that will be affected by the policy.*]

This policy applies to all employees (including students).

Provost's Administrative Staff: February 21, 2017
Senate of Academic Staff: February 23, 2017
University Staff Senate: March 15, 2017
Faculty Senate: March 31, 2017
Oshkosh Student Association: April 4, 2017
Chancellor:



UW OSHKOSH WORKPLACE CONDUCT EXPECTATIONS

1. POLICY PURPOSE

This document communicates the University's values and expectations of proper professional conduct for all university employees. It consists of behavioral expectations and campus standards prohibiting all forms of misconduct.

The Workplace Conduct Expectations are not intended to interfere with other applicable laws, policies, and regulations that cover or inform personal and professional conduct at UW Oshkosh. These expectations should be interpreted as being in concert rather than in conflict with other laws, policies, and regulations whenever possible.

2. POLICY BACKGROUND

Wis. Stat. § 36.115 requires the Board of Regents to develop a personnel system that is separate and distinct from the personnel system under Wis. Stat. Chapter 230. The "classified employee work rules," which prior to July 1, 2015 were applicable to classified UW System employees covered by Chapter 230, no longer apply.

Effective July 1, 2015, UPS Operational Policy: WE 3 provides general workplace conduct expectations for all members of the University of Wisconsin workforce.

3. POLICY

The University of Wisconsin Oshkosh promotes a working, learning, and social environment where all members of the campus community work together in a mutually respectful, psychologically healthy environment. UW Oshkosh strives to foster an environment that reflects courtesy, civility, and respectful communication because such an environment promotes learning, research, and productivity.

Because a respectful campus environment is a necessary condition for success in many aspects of the University's mission and values, the University is committed to providing a respectful campus. Violations of workplace conduct expectations are unacceptable in all working, learning, and service interactions. This Policy describes the values, cornerstones, and behaviors that define a respectful campus.

Implementation Plan: Describe how this proposal will be implemented under the following areas:

1. Cost Implications [*projected cost of total proposal*]
2. Time Line of Implementation [*effective date and time sequence of implementation*]
3. Technological implications [*IT intervention and priority of project with IT, other unit involvement*]
4. Description of Phase-In [*if proposal will affect students, plan for implementation, i.e., just freshmen starting in the fall, all students, etc.*]
5. Units Involved in Implementation **All of campus, with primary responsibility in the Human Resources and Equity & Affirmative Action offices.**

**Submit completed form to Provost and Vice Chancellor's Office
Dempsey 335**

A. **Be Fair and Respectful to Others** – Employees shall be courteous and respectful in interactions with students, other employees, and members of the general public or any other individual when acting on behalf of UW Oshkosh. Other expectations in furtherance of this principle include but are not limited to:

1. Avoiding all forms of harassment, abuse, illegal discrimination, threats, or violence;
2. Providing equal access to programs, facilities, and employment;
3. Treating others with fairness and impartiality;
4. Promoting conflict resolution;
5. Refraining from stealing;
6. Refraining from causing intentional physical harm;
7. Refraining from engaging in bullying behavior. Definitions of bullying include but are not limited to:
 - a. **Cyberbullying** is the use of electronic devices to convey a message in any format (e.g. text, image, audio, video) that defames, intimidates, harasses, frightens, stalks, or is otherwise intended to harm or humiliate another individual or group of individuals in a deliberate, repeated, hostile, or unwanted manner under the perpetrator's true or a false identity.
 - b. **Physical bullying** is pushing, shoving, kicking, poking, and/or tripping; assault or threat of physical assault; damage to or destruction of a person's work area, property, product, or personal property.
 - c. **Verbal bullying** is slandering, ridiculing, or maligning of a person or persons, addressing abusive remarks to a person or persons; or shouting at others in public and/or in private where such conduct is so severe or pervasive as to cause or create a hostile educational or working environment or unreasonably interfere with the person's work or school performance or participation.
 - d. **Nonverbal bullying** is directing threatening gestures toward a person or persons or invading personal space after being asked to move or step away.
 - e. **Anonymous bullying** is withholding or disguising identity while treating a person in a malicious manner, sending insulting or threatening anonymous messages, placing objectionable objects among a person's belongings, leaving degrading written or pictorial material about a person where others can see.
 - f. **Threatening behavior toward a person's job or well-being** by making threats, either explicit or implicit to the security of a person's job, position, or personal well-being can be bullying.

It is not bullying behavior for a supervisor to note an employee's poor job performance and potential consequences within the framework of University policies and procedures.

B. **Protect and Preserve UW System Resources** - Employees shall responsibly use and care for UW System property. UW System property, services, resources, and information shall not be used for personal gain. Other expectations in furtherance of this principle include but are not limited to:

1. Using UW System property, equipment, finances, materials, information technology, electronic and other systems, and other resources for legitimate UW System purposes (See Regent Policy Document 25-3: Use of University Information Technology Resources);
 2. Promoting efficient operations and preventing waste and abuse;
 3. Conducting personal business unrelated to their positions at UW Oshkosh (including political solicitation for personal reasons) on their own time;
 4. Respecting university property and equipment, including keys, building access, badges, campus IDs, permits and university passwords, and using it for appropriate university purposes and not converting it for inappropriate or personal use.
- C. **Act Ethically and with Integrity** – Employees shall act according to the highest ethical and professional standards of conduct (see UW OPS:WE3 and Wis. Stat. § 19.45(11)(b)). These expectations include but are not limited to:
1. Accepting responsibility for actions or decisions;
 2. Fulfilling obligations to students, clients, and colleagues;
 3. Meeting UW System responsibilities;
 4. Following appropriate direction and guidance by those with authority to assign work;
 5. Taking responsibility for reporting to work as required and being available according to the expectations of the position.
- D. **Contribute to a Healthy and Safe Workplace** – Employees shall strive to promote health and safety in the workplace. It is the responsibility of all to ensure a safe, secure, and healthy environment. General expectations include but are not limited to:
1. Refraining from bringing dangerous weapons inside UW System buildings;
 2. Refraining from bringing illegal drugs on UW System property;
 3. Limiting the use of alcohol to areas on UW System property allowed by law;
 4. Refraining from acting on behalf of the UW System while under the influence of alcohol or illegal drugs;
 5. Abiding by the policies and regulations for health, safety, and sanitation (see the [Environmental Health & Safety website](#));
 6. Wearing clothing and attire appropriate for the nature of the position held and consistent with unit policies if such policies exist.
- E. **Promote a Culture of Responsibility** – UW Oshkosh is committed to meeting legal requirements and to fostering ethical and lawful conduct. Expectations for UW Oshkosh employees include:
1. Learning and following all applicable laws, regulations, and UW Oshkosh policies and procedures;
 2. Protecting the security, integrity, and confidentiality of information and records where appropriate and required by law;
 3. Being proactive to prevent and detect any compliance violations;
 4. Reporting suspected violations.

Engaging in retaliation is a violation of this policy. *Retaliation* is defined as adverse action taken against an individual in response to, motivated by, or in connection with an individual's complaint of workplace conduct expectations violations, participation in an investigation of such a complaint, and/or opposition to the workplace conduct expectations in the educational or workplace setting.

4. PROCEDURE

These policies are designed to enhance the quality of our workplace life and to assure as open and inviting a campus community as possible. If you have concerns regarding these issues you are encouraged to attempt to resolve those concerns at the lowest possible level of the organization, through open dialogue with those involved. If such an approach does not resolve the issue, or is not practical, the university grievance and complaint processes are available for resolution.

5. REPORTING

Individuals who believe they have been subject to a violation of this policy should report the behavior to their supervisor or manager, the Department Director or Dean of the School or College, the appropriate Vice Chancellor or Provost, the Chancellor, or the Office of Human Resources. The individual should select the reporting method with which they are most comfortable based on the situation, and begin at the lowest level possible. Please see the grievance and complaint processes for more information on reporting policy violations. Faculty may anonymously report violations of this policy to the Faculty Senate Ombudsperson at https://www.uwosh.edu/faculty_senate/documents/copy_of_ombudsperson.

Office of Human Resources
<https://www.uwosh.edu/hr>
hroffice@uwosh.edu
(920) 424-1166

If the violation is based on protected class status as defined in the University of Wisconsin Oshkosh Equal Employment Opportunity policy, it should be reported to the Office of Equity and Affirmative Action.

Office of Equity and Affirmative Action
<http://equity.uwosh.edu/>
afaction@uwosh.edu
(920) 424-2296

6. RELATED DOCUMENTS

- A. RPD 14-2: Sexual Violence and Sexual Harassment
- B. RPD 14-6: Discrimination, Harassment, and Retaliation
- C. RPD 20-22: Code of Ethics
- D. RPD 25-3: Use of University Information Technology Resources
- E. Wis Stat § 19.45(11)(b): Standards of Conduct, State Public Officials
- F. UPS Ops GEN 11: Workplace Safety
- G. UPS Ops WE 1: Code of Ethics
- H. UWS 18: Conduct on University Lands