

UW-Stevens Point

UW System Administrative Operational Policy 1292 (formerly WE 3)

SUBJECT: Workplace Conduct Expectations



University of Wisconsin
Stevens Point

Original Issuance Date: 10/27/2016

Last Revision Date: 12/1/2019

1. Policy Purpose

This policy establishes guidelines for professional conduct by those acting on behalf of the University of Wisconsin-Stevens Point including executive officers, faculty, staff, other individuals employed by the University using University resources or facilities, and volunteers and representatives acting as agents of the University. Within this policy these groups will be referred to as University Community.

It is the intention of this policy that nothing herein is intended to interfere with applicable laws, policies or regulations that cover or inform personal and professional conduct at the University. This policy is not meant to and shall not interfere with academic freedom. This policy should be interpreted as being in concert with rather than in conflict with other policies, laws, and regulations.

This policy does not cover all situations that an employee might encounter in the workplace or classroom. In addition to consulting this policy, employees should refer to the specific policies, procedures, and guidelines that cover the institution.

2. 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. This operational policy provides workplace conduct expectations for all members of the University of Wisconsin-Stevens Point Community.

3. Policy Definitions

Faculty and Staff (may also be referred to as Employees): Includes all [employee categories](#), emeritus faculty, and visiting faculty.

Volunteer: An individual speaking or acting on behalf of the University of Wisconsin-Stevens Point, not being paid, and is not a student of the University.

4. Policy

The University of Wisconsin-Stevens Point (UWSP) promotes a working, learning, and social environment where all members of the UWSP Community work together in a mutually respectful, psychologically healthy environment. UWSP strives to foster an environment that reflects courtesy, civility, and respectful communication because such an environment promotes learning, research, and productivity through relationships.

A. UWSP Values:

In addition to our primary value of education, we also value:

- Community engagement
- Critical thinking
- Diversity and inclusivity
- Lifelong learning
- Professional preparation
- Research, scholarly and creative activity
- Student-centered environment
- Sustainable management of natural resources and other resources

B. Cornerstones of a Respectful Campus

The commitment to a respectful campus calls for promotion of an environment where the following are upheld:

All individuals have important contributions to make toward the overall success of the University's mission.

- UWSP's mission is best carried out in an atmosphere where individuals at all levels and in all units value each other and treat each other with respect;
- Individuals in positions of authority serve as role models in the promotion of a respectful campus. Promoting courtesy, civility, and respectful communication is consistent with the responsibility of leadership;
- Individuals at all levels are allowed to discuss issues of concern in an open and honest manner, without fear of reprisal or retaliation from individuals above or below them in the University's hierarchy. At the same time, the right to address issues of concern does not grant individuals license to make untrue allegations, unduly inflammatory statements or unduly personal attacks, or to harass others, to violate confidentiality requirements, or engage in other conduct that violates the law or University policy.

Behavior expectations:

Described below are behavior expectations for conduct of UWSP Community. These expectations include and add to the expectations from UW System. These expectations do not preclude a department, or a work unit from establishing additional rules that are necessary for the effective operation of that institution, department, or work unit.

- Be Fair and Respectful to Others** – Be courteous and respectful in interactions with students, other employees, members of the general public or any other individual when acting on behalf of the University.
 - Respect the rights of others to be free of bullying, harassment, illegal discriminations, threats, violence, intentional physical harm or intimidation in the workplace, and intentional or personally directed abusive language in the workplace;
 - Provide equal access to programs, facilities, and employment;
 - Treat others with fairness and impartiality;
 - Promote conflict resolution;
 - Respect others' personal property.

- Borrowing, taking possession, or removing property that belongs to other individuals without the owner's permission is inappropriate.
- ii. Protect and Preserve University Resources** – Use University property, equipment, finances, materials, information technology, electronic and other systems and other resources for legitimate University purposes.
- Promote efficient operations and prevent waste and abuse;
 - Ensure any postings or removal of postings, notices, or signs is authorized by the correct authority department;
 - Use care in guarding University keys and abide by established property policies;
 - Respect the use and security of University buildings and property and abide by established policies regarding access;
 - Conduct personal business and solicitation (including political solicitation) unrelated to a UWSP position on personal time (not while acting on behalf of UWSP).
- iii. Act Ethically and with Integrity** – Act according to the highest ethical and professional standards of conduct.
- Carry out assignments, instructions, duties and responsibilities as set forth in position descriptions and as directed by those with authority to assign work;
 - Requests to perform an action that is unethical, illegal, or goes against an institutional policy should be reported to your department head or Human Resources;
 - Be timely and meet attendance expectations;
 - Follow departmental notification procedures for planned and unplanned time away from work;
 - Be personally accountable for individual actions;
 - Fulfill obligations owed to students, clients, and colleagues;
 - Create, provide, and maintain truthful, accurate, and complete information and records for the institution or to other state agencies;
 - Follow all record retention requirements and regulations;
 - Use and possess uniforms, identification cards, badges, and permits in accordance with institutional and system policies and all laws and regulations.
- iv. Contribute to a Healthy and Safe Workplace** – Promote and follow all health and safety policies. It is the responsibility of all members of the University Community to ensure a safe, secure, and healthy environment for all.
- Dangerous weapons are not allowed on UWSP property except as permitted by UWSP policies;
 - Illegal drugs are not allowed on any UWSP property;
 - The use of alcohol on UWSP property is limited to those areas where allowed by law;
 - Any use of alcohol must be done in a lawful, responsible, and ethical manner.
- v. Promote a Culture of Compliance** – Commit to meeting legal requirements and foster ethical and lawful conduct.
- Learn and follow all applicable laws, regulations and UWSP and UW System policies and procedures;
 - Protect the security, integrity and confidentiality of University information and records where appropriate and required by law;
 - Be proactive to prevent and detect any compliance violations;
 - Report suspected violations.

vi. **Additional Behavioral Expectations for Individuals in a Leadership Role** – Individuals who manage or supervise another individual’s work have additional responsibilities to foster and support UWSP values and expectations.

- Lead by example, by behaving legally and ethically at all times;
- Create and foster an environment free of bullying, harassment, discrimination, and retaliation;
- Know the rules that apply in the areas of our operations and anticipate questions that might arise;
- Work proactively and on an ongoing basis to ensure faculty and staff are trained and well-versed regarding the rules that apply to their jobs;
- Foster an environment where individuals are comfortable coming to you with compliance and ethical questions and concerns;
- Work collaboratively with employees to resolve concerns thoroughly, confidentially, to the best of your ability, and within the boundaries of your authority;
- Report behaviors of bullying, harassment, and discrimination to Human Resources;
- Direct employee relations matters that you are not able to resolve to Human Resources;
- Notify Human Resources of potentially significant compliance matters.

C. Reporting

Faculty and staff members are encouraged to speak first with their direct supervisor, department chair, or department head about questions or concerns. Volunteers are encouraged to report concerns to an individual employed by the University. If a faculty, staff member, or volunteer is not comfortable speaking with one or more of those individuals, or they have already done so and the question or concern has not been addressed, they should contact Human Resources at 715-346-2606. Questions about the reporting process or concerns about confidentiality should be addressed to Human Resources.

5. Campus Free of Bullying

The University is committed to providing an environment free of bullying in all of its forms to support the University’s mission, vision, and values. Bullying is unacceptable in all working, learning, and service interactions.

A. Bullying Definitions:

Bullying is unwanted aggressive behavior(s) that involves a real or perceived power imbalance. The behavior(s) undermines an individual or group through persistently negative verbal or psychological abuse. The behavior(s) typically contain(s) an element of vindictiveness and **is calculated to threaten, undermine, patronize, humiliate, intimidate, or demean the recipient**. Bullying can adversely affect dignity, health, and productivity. Bullying may be a form of harassment and may lead to a hostile work environment.

Bullying can include, but is not limited to:

- **Nonverbal Communication**
 - Gestures (e.g. mimicking, threatening, patronizing)
 - Invading personal space after being asked to move or step away
- **Verbal Communication**
 - Abusive language (e.g. screaming, shouting, swearing)
 - Ridiculing, insulting, or teasing

- Spreading rumor or innuendo
- Trivializing of work and achievements
- Practical jokes
- Belittling or disregarding opinions or suggestions
- **Manipulating the Work Environment**
 - Excessive and or unreasonable demands
 - Sabotaging another individual's work
 - Encouraging others to "turn on" individual(s)
 - Isolating or exclusion of individual(s)
 - Blaming others for mistakes
 - Excessive supervision (unwarranted by performance of individual)
 - Making threats, either explicit or implicit to the security of a person's job, position, or personal well-being
- **Physical Actions**
 - Assault or threat of physical assault (e.g. pushing, shoving, kicking, poking, tripping)
 - Damage to an individual's work product, area, or property or personal property

A few other definitions to explain and identify bullying:

- **Cyberbullying** is the use of electronic devices to convey a message in any format (i.e. text, image, audio, video, etc.) to bully individual(s) under the perpetrator's true or false identity;
- **Mobbing** is bullying behavior carried out by a group rather than by an individual;
- **Anonymous bullying** consists of withholding or disguising identity while treating an individual in a malicious manner, sending insulting or threatening anonymous messages, placing objectionable objects among an individual's belongings, leaving degrading written or pictorial material about an individual where others can see.

Bullying is not about occasional differences of opinion, conflicts and problems in workplace relationships as these may be part of working life. 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, or for a professor or academic program director to advise a student of unsatisfactory academic work and the potential for course failure or dismissal from the program if uncorrected.

B. Report Bullying:

A student who believes they have been the subject of bullying, or any individual who believes a student has engaged in bullying behavior should report the behavior to the Office of the Dean of Students at 715-346-2611 or in person at Old Main, Room 212. A concern may also be reported by filling out an online report at <http://www.uwsp.edu/dos/Pages/Anonymous-Report.aspx>. The individual should select the reporting method they are most comfortable with and that is most appropriate to the situation. If the alleged perpetrator of the bullying behavior is faculty, staff, or a volunteer, the report will be shared with Human Resources. For more information regarding student conduct, see the [Student Handbook](#).

A faculty, staff member, or volunteer who believes they have been the subject of bullying, or believes a faculty, staff member, or volunteer has engaged in bullying behavior, please reference section [Reporting \(4. C\)](#) within this policy.

6. Action

Violations of this policy will be investigated and handled in the same manner as the current misconduct process and may result in a variety of possible sanctions or disciplinary actions up to and including termination.

See the [University Handbook Chapter 4C](#), the [Disciplinary Policy and Procedures for University Staff](#) and the [University of WI - Stevens Point Student Handbook](#) for specific complaint, disciplinary, or sanction procedures.

7. Related Documents

[University of WI-Stevens Point Handbook](#)

[University of WI-Stevens Point Student Handbook](#)

[University of WI-Stevens Point Discrimination, Harassment, Sexual Violence, and Retaliation Prevention and Response Policy](#)

[UW System Administrative Policy 1292 \(formerly WE 3\): Workplace Conduct Expectations](#)

[UW System Administrative Policy 1230 \(formerly GEN 11\): Workplace Safety](#)

[UW System Administration Policy 1290 \(formerly WE 1\): Code of Ethics](#)

[Practice Directive WE A \(formerly WE 4\): Use of Information Technology Resources](#)

[Wis. Admin. Code Chapter UWS 18, Conduct on University Lands](#)

[Regent Policy Document 20-22, Code of Ethics](#)

[Regent Policy Document 25-3 \(formerly 97-2\): Acceptable Use of University Information Technology Resources](#)

[WI Statute Dangerous Weapons Definition](#)

[Workplace Bullying Institute](#)

8. Policy History

12/1/2019: Updated header to align with updated UWS numbering, updated Human Resources and Affirmative Action to Human Resources, and updated links throughout the policy.