

North Georgia College & State University

**Code of Conduct**

As an NGCSU employee, you are expected to demonstrate reasonable effort and productivity as well as adhere to published rules and regulations and to accept customs and standards of courtesy, conduct, and cooperation. The following are examples of actions which are unacceptable to the University and which may result in disciplinary action or discharge:

- Failure or being unfit to perform assigned duties;
- Conviction of a felony or crime involving moral turpitude;
- Bringing discredit to the University;
- Insubordination;
- Negligence;
- Falsifying records, reports, or information;
- Theft;
- Misuse of telephone or computer services;
- Intoxication or drinking on the job;
- Failure to report an absence or reason for an absence;
- Taking unauthorized leave;
- Habitual absence or tardiness;
- Discourteous or disruptive behavior;
- Unauthorized absence from assigned work area;
- Interfering with the work performance of another employee;
- Wasting materials;
- Willfully damaging equipment or property;
- Willfully violating safety regulations;
- Gambling;
- Sleeping while on duty;
- Using or selling drugs on University premises;
- Job abandonment;
- Willfully violating law or policy prohibiting discrimination;
- Any other misconduct interfering with performance of duties.