



Standards of Conduct

The work rules and standards of conduct for PISE are important, and regarded seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting PISE business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment:

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or drugs;
- Possession, distribution, sale, transfer, or use of alcohol or drugs in the workplace (See Substance Abuse);
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of PISE-owned, tenant-owned, or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment (See Harassment, Including Sexual Harassment)
- Excessive absenteeism or any absence without notice (See also Lateness, Absence from Work, and Absence without Notice)
- Unauthorized use of telephones, or other PISE-owned equipment
- Using PISE equipment for purposes other than business (i.e. playing games on computers or personal Internet usage)
- Serious breach of PISE's rules or practices
- Unsatisfactory performance or conduct
- Conflict of interest
- Unauthorized or non-work related use of PISE computers
- Fraud and dishonesty
- Bullying and harassment