Employee Behaviors that May Result in Disciplinary Action
(drawn from Colgate’s “Personnel Policies and Benefits Handbook for Administrators, Technicians and Support Staff”)

Colgate may take disciplinary action, up to and including termination, against any employee for failing, in Colgate’s sole discretion, to adhere to certain standards of behavior. Such failure is frequently reflected in certain actions by the employee, including, but not limited to, the examples found here:

• Failure to properly perform the duties or fulfill the responsibilities to which assigned, including wasteful and inefficient use of materials, supplies, or equipment;

• Working overtime without receiving prior authorization;

• Making unauthorized commitments or expenditures on behalf of Colgate;

• Failure to promptly notify Colgate of inability to report to work;

• Violations of Company safety policies, causing hazardous or dangerous situations, or failing to report and/or remedy such situations;

• Disregard for, abuse of or failure to comply with Colgate policies;

• Misuse of confidential or proprietary information pertaining to fellow employees or affairs of Colgate;

• Disobedience: failure through neglect or procrastination to follow instructions, procedures, and policies;

• Reporting for work under the influence of liquor, unauthorized prescribed drugs, or any other intoxicant.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. An employee should not assume that his/her conduct and job performance is acceptable simply because s/he refrains from the above-listed examples of prohibited conduct.

Colgate expects employees to recognize that standards of performance will and do change as it strives to respond to changing circumstances and to meet its objectives for continued growth and improvement. As a result, employees should not assume that performance considered acceptable in the past will be acceptable in the present or future. Instead, employees should be guided at all times by a commitment to excel.

For questions or concerns about a student employee’s behavior, please contact the Office of Financial Aid and Student Employment at finaid@colgate.edu or at x7431.

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