

Code of General Workplace Expectations

Lehigh University expects employees to act in a professional manner whenever on University property, conducting University business, or representing the University at business or social functions.

Lehigh University employees are expected to:

1. Conduct themselves and all business activities ethically and honestly.
2. Approach job responsibilities with enthusiasm, professionalism, and self-confidence.
3. Promote good will by handling all contacts with co-workers, supervisors, and students in a spirit of courtesy, cooperation, and attentiveness.
4. Deal with all co-workers, supervisors, students, and customers without unlawful regard to their age, color, disability, gender, gender identity, marital status, national origin or ethnic origin, race, religion, sexual orientation, or veteran's status (see [Lehigh University Policy on Equal Opportunity/Affirmative Action/Non-Discrimination](#)).
5. Refrain from sexual, racial, ethnic, and all other forms of unlawful harassment and/or inappropriate behavior.
6. Refrain from engaging in hostile, abusive, intimidating, threatening, or demeaning behavior when dealing with subordinates, co-workers, supervisors, students, and others.
7. Report to work physically and mentally fit for duty (e.g. free from the influence of either drugs or alcohol).
8. Report to work promptly and regularly, keeping absences, late arrivals, and early departures to a minimum.
9. Provide appropriate notice of an unavoidable absence or lateness in accordance with established policy.
10. Perform job responsibilities efficiently, thoroughly, and promptly, seeking continually to improve quality.
11. Remain actively engaged in the performance of job responsibilities throughout the entire workday.
12. Perform job responsibilities prudently and carefully, observing all health, safety, and security rules at all times.
13. Protect the confidentiality of information that is acquired in the course of employment and which is not generally accessible to the public.
14. Avoid engaging in any contact that would create an actual or potential conflict of interest.
15. Safeguard university property to prevent its damage, loss, misuse, or theft.
16. Report accidents, injuries (whether their own, a co-worker, a student, a visitor, or otherwise), fire, theft, or other unusual incidents immediately after occurrence or discovery.
17. Follow all established institutional policies, rules, and procedures as well as the specific instructions of their supervisor.
18. Refrain from using institutional property, services or supplies for personal reasons, unless prior permission has been obtained.
19. Provide complete and honest information in connection with all pay, time, business, expense, and employment records.
20. Ensure that personal appearance, oral communication, and physical conduct are consistent with high standards of professionalism and propriety.

Individuals who do not comply with the above will face discipline, up to and including termination.