



**University Of Wisconsin-Milwaukee  
FACULTY/STAFF  
CODE OF CONDUCT**

**No: SAAP 7-3**

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**Authority:** Wis. Stat. sec. 36.115 (Personnel Systems)

**Initiator:** Chancellor

**Responsible Party:** Human Resources

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## **I. Purpose**

This Code of Conduct describes the values, cornerstones, and behaviors that delineate a respectful campus and establishes guidelines for professional conduct by those acting on behalf of the University, including those employed by the University, those using University resources or facilities, and volunteers and representatives acting as agents of the University.

The University of Wisconsin-Milwaukee (UWM) promotes a working, learning, and social environment where all members of the UWM community, including but not limited to administrators, faculty, staff, students, and volunteers, work together in a mutually respectful, psychologically healthy environment. UWM strives to foster an environment that reflects courtesy, civility, and respectful communication because such an environment promotes learning, research, and productivity through relationships.

Therefore, among other laws, regulations, and policies, this Policy prohibits behavior that substantially affects the ability of any person or group to learn, work, or live in the campus community. This includes subjecting another person or group to abusive, demeaning, harassing, humiliating, intimidating, or violent behavior, and verbal or written communication that threatens violence. Due consideration will be given to the protection of individual First Amendment rights to freedom of speech, expression, and academic freedom.

## **II. Policy**

### **A. General Expectations**

Those acting on behalf of the University have a general duty to conduct themselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of the University and take no actions incompatible with their obligations to the University.

With regard to professional conduct, those acting on behalf of the University must practice:

1. **Integrity** by maintaining an ongoing dedication to honesty and personal responsibility;
2. **Trustworthiness** by acting in a reliable and dependable manner;
3. **Equity** by treating others with fairness and impartiality;
4. **Respect** by treating others with civility and decency, and not engaging in abusive, demeaning, harassing, humiliating, intimidating, or violent behavior.
5. **Stewardship** by exercising custodial responsibility for University property and resources;
6. **Compliance** by following State and federal laws and regulations, University policies, and contractual obligations related to their duties and responsibilities;
7. **Confidentiality** by protecting the integrity and security of non-public University information such as student records, employee files, patient records, contracts and other University records.

B. Additional Expectations and Work Rules

1. Employees are expected to carry out their instructions, duties and responsibilities as set forth in the descriptions of their positions with care and competency and as directed by those with authority to assign the work.
2. Employees are expected to conduct personal business unrelated to their UWM position and personal solicitation (including political solicitation) on their own time.
3. Employees are expected to maintain the confidentiality of non-public records and information.
4. Employees are expected to be truthful, accurate, and complete when providing information to anyone responsible for gathering information on behalf of UWM or another State agency.
5. Employees are expected to abide by the policies and regulations for health, safety, and sanitation.
6. Employees are expected to conduct themselves with a degree of reasonable and proper care so as not to damage or injure others.
7. Employees are expected to come to work as scheduled, and to abide by the requirements of their work schedules. Employees are expected to take responsibility for reporting to work as required and be available according to the expectations of their positions.
8. Employees are expected to respect university property, equipment, and information, to use it only for appropriate university purposes and not to convert it for inappropriate or personal use.
9. Employees are expected to respect the private property belonging to other individuals and not to remove or take possession of it without permission.
10. Employees are expected to use care in guarding university keys and/or access cards and not to lend, borrow, duplicate or use them for an inappropriate purpose.
11. Employees are expected to use care in guarding university passwords and not to share, borrow, steal or use them for an inappropriate purpose.

12. Employees are expected to respect the use and security of university buildings and property and are expected not to enter restricted areas without authorization.
13. Employees must respect the rights of others to be free from abusive, demeaning, harassing, humiliating, intimidating, or violent behavior in the workplace.
14. Employees must abide by University policies regarding the possession of weapons or firearms on University property.
15. Employees are expected to perform their duties without impairment or the influence of alcohol or illegal drugs.
16. Employees are expected to dress appropriately for the University workplace and to maintain standards for personal hygiene that do not affect the health or safety of themselves or others.
17. Employees are expected to use badges, uniforms, campus IDs and permits (including parking permits) for the official uses intended.
18. Employees are expected to display courteousness and use good judgment in dealing with the public and others in the University community.

### C. Hostile and Intimidating Behavior

Unwelcome behavior pervasive or severe enough that a reasonable person would find it hostile and/or intimidating and that does not further the University's academic or operational interests is unacceptable to the extent that it makes the conditions for work inhospitable and impairs another person's ability to carry out their responsibilities to the University. A person or a group can perpetrate this behavior, and the perpetrator(s) may use their true or false identity. Repeated acts or a pattern of hostile and/or intimidating behaviors are of particular concern. A single act typically will not be sufficient to warrant discipline or dismissal, but an especially severe or egregious act may warrant either. The person need not be more senior than or a supervisor to the target. Unacceptable behavior may include, but is not limited to:

#### 1. Electronic

The use of electronic devices to convey a message in any format (i.e. text, image, audio, video) that defames, intimidates, harasses, frightens, stalks or is otherwise intended to harm, offend, or humiliate another individual or group of individuals in a deliberate, repeated, hostile or unwanted manner.

#### 2. Physical

Pushing, shoving, kicking, poking, and/or tripping; assault or threat of physical assault; damage to a person's work area or property; damage to or destruction of a person's work product or personal property.

#### 3. Verbal

Repeated slandering, ridiculing, or maligning of a person or persons, addressing abusive and offensive remarks to a person or persons in a sustained or repeated manner; or shouting at others in public and/or in private where such conduct is so severe or pervasive as to cause or create a

hostile or offensive educational or working environment or unreasonably interfere with the person's work or school performance or participation.

#### 4. Nonverbal

May consist of directing threatening gestures toward a person or persons or invading personal space after being asked to move or step away.

#### 5. Threatening Behavior Toward a Person's Job or Well-Being

Making threats, either explicit or implicit to the security of a person's job, position, or personal well-being. It is not inappropriate 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.

#### D. Protections for Reporting Employees

Employees who report actual or suspected violations of this Code of Conduct in good faith shall not be subject to any adverse employment action including separation, demotion, suspension, or loss of benefits because of the report.

### **III. Procedures**

Any alleged violations of this policy should first be reported to the employee's direct supervisor, department chair, or department head. Violations may also be reported to a dean or division head, who will refer the matter to the direct supervisor, department chair, or department head for action. The recipient of the information regarding the alleged policy violation may investigate as appropriate, including by delegation, and will take appropriate action, which may include discipline, up to and including termination, subject to applicable UWM policies.

If any alleged violation of this policy involves potential discrimination or discriminatory harassment under SAAPs 5-1 (Discriminatory Conduct and Consensual Relationships Policy), 5-2 (Sexual Violence and Sexual Harassment Policy), 5-3 (Reasonable Accommodation Policy and Procedures), and/or 5-4 (Policy on Investigation and Resolution of Formal Title IX Complaints), it should be [reported](#) to the Office of Equal Opportunity and Civil Rights.

### **V. Contact Information**

Those acting on behalf of the University shall seek appropriate guidance when faced with ethical dilemmas. For additional information related to ethical dilemmas, please contact the [Office of Compliance and Ethics](#) or the [Office of Legal Affairs](#).

Individuals may also consult with their [Human Resources Business Partner](#).

## **VI. Related Documents**

1. [SAAP 5-1 UWM Discriminatory Conduct Policy \(including Sexual Harassment and Sexual Violence\)](#)
2. [UWM Equal Employment Opportunity Policy](#)
3. [UWM Faculty Document No. 2229, AAUP Statement on Professional Ethics](#)
4. [Regent Policy Document 20-22, Code of Ethics,](#)
5. [UW System Administrative Policy 1290, Code of Ethics](#)
6. [Code of Ethics for Public Officials and Employees](#)
7. [Unclassified Staff Code of Ethics](#)
8. [Wis. Adm. Code Chapter UWS 18, Conduct on University Lands](#)