

NUMBER: 4.4.01**DATE: 07/01/1991****REVISION: 09/08/2006; 12/03/2014; 12/10/2019; 06/23/2021; 08/10/2023** **PAGE: 1 of 6****SECTION: HUMAN RESOURCES****AREA: EMPLOYEE RELATIONS****SUBJECT: BASIC CODE OF CONDUCT**

PURPOSE

To outline the general guidelines governing employee conduct and behavioral standards at the University of Arkansas for Medical Sciences (“UAMS”).

SCOPE

All UAMS employees, faculty, residents, vendors, volunteers, non-employees, and contractors (“UAMS personnel”).

POLICY

This policy outlines the general guidelines for appropriate conduct for all UAMS personnel. UAMS personnel are expected to support UAMS’ mission and core values while creating an inclusive and respectful work environment. The ability of UAMS to meet its mission will increasingly depend on, and be strengthened by, incorporating constructive diversity and inclusion in its personnel. To support UAMS’ mission and core values and create an inclusive, respectful work environment, all UAMS personnel shall use appropriate conduct as outlined here.

Expectations in Interpersonal Relations

1. Refrain from using abusive, provocative, or profane language, and should avoid creating or being party to a disturbance or physical violence.
2. Observe the principle of mutual respect in their contacts with patients, visitors, and students, and in their working relationships with faculty and other personnel.
3. Treat others with dignity, fairness, and impartiality.
4. Do not engage in horseplay, scuffling, running, throwing objects, immoral or indecent behavior on any UAMS premises.
5. UAMS personnel or guests should not visit other UAMS personnel in their work areas for non-work related purposes. Official breaks with other UAMS personnel should be taken in designated areas to not disrupt the work area.

Workplace Bullying

UAMS does not tolerate workplace bullying behavior, whether intentional or unintentional. Workplace bullying is behavior that creates an abusive work environment for an UAMS personnel.

Bullying behavior is behavior in the workplace that a reasonable person would find hostile, offensive, and not related to an employer's legitimate business interests. Workplace bullying can include group bullying, peer-to-peer bullying, supervisor-to-subordinate bullying, and situations when a subordinate employee subjects a supervisory-level employee to bullying. These acts may occur as a single, severe incident or as repeated incidents, and may include, but are not necessarily limited to, the following:

1. Physical bullying includes pushing, shoving, kicking, poking, and/or tripping another, assault or threat of a physical assault, and damage to a person's work area, work product, or property.
2. Verbal bullying includes: (i) slandering, ridiculing, insulting or maligning a person or that person's family; (ii) persistent name calling that is hurtful, insulting, or humiliating; (iii) using a person as the butt of jokes; or (iv) abusive and offensive remarks.
3. Nonverbal bullying includes directing threatening gestures toward a person or invading personal space after being asked to move or step away.
4. Cyberbullying includes bullying an individual using any electronic format, including but not limited to, the Internet, interactive and digital technologies, or mobile phones.
5. Exclusion includes socially or physically isolating, excluding, or disregarding a person in work-related activities.

Social Media

UAMS expects good judgment to be used when posting on social media sites. Social media activity that violates this Basic Code of Conduct or other UAMS policies may result in disciplinary action in accordance with UAMS *Administrative Guide Policy 4.4.02, Employee Discipline* up to and including termination.

Cellular Phones and Electronic Devices

1. Personal cellular or electronic devices should not be used when they could pose a security or safety risk, or when they distract from assigned or expected work duties.
2. Personal cellular or electronic devices should not be used in the presence of patients and guests unless the use occurs as a part of **official UAMS responsibilities**, while on duty, prior to start of shift, and after shift ends, and while on any UAMS premises.
3. Bluetooth devices should not be worn or used in patient care areas, food preparation areas, common areas, and public areas while on duty, prior to start of shift, and after shift ends, and while on any UAMS premises.
4. During break periods, personal cellular, electronic, or Bluetooth devices **can** be used in designated eating/break areas and not in a manner that will distract others.

5. **Prohibited:** Use of personal cellular or electronic devices on speakerphone, while on duty, prior to start of shift and after shift ends, and while on any UAMS premises.

Physical Appearance and Presentation

1. Certain positions require wearing prescribed uniforms while on duty. Department supervisors or their designees are responsible for informing UAMS personnel of specific requirements. See *UAMS Administrative Guide Dress Code Policy 4.4.21* for details.
2. UAMS expects its personnel to come to work clean, neat, and wearing attire appropriate for the work environment. UAMS personnel should use good judgment and not wear excessive fragrances or extreme hair color. See *UAMS Administrative Guide Dress Code Policy 4.4.21* for details.
3. UAMS ID badges are to be clearly visible and worn above the waist. Badges should be removed, but available to present upon request, when not in an official work capacity, while on any UAMS premises. See *UAMS Administrative Guide Dress Code Policy 4.4.21* for details.
4. Reporting to work or being on any UAMS premises while impaired by or under the influence of intoxicating liquor or controlled substances, or by giving the appearance of intoxication, including but not limited to smell of alcohol, is forbidden.
5. Representing UAMS must be done accurately and honestly, including describing job title, description, and position.
6. When not on duty, UAMS personnel should not be on any UAMS premises, except for valid reasons.

Job Duties and Functions

1. UAMS personnel are expected to meet the expectations outlined in the position description including all verbal, written, and posted work assignments and other duties as assigned.
2. Attention, care, and respect must be given when performing job duties.
3. Compliance with all UAMS policies is expected of all UAMS personnel.

Attendance

1. Regular and punctual attendance is expected and should be maintained. Departments should follow their established Attendance Policy for reporting absenteeism from work and appropriately address attendance deficiencies.
2. Permission from their supervisor or the supervisor's designee must be obtained, in advance,

when it becomes necessary to leave the designated work areas during scheduled work hours.

3. At times, it is expected that UAMS personnel, whenever possible, respond to work assignments outside of regularly scheduled hours, as it may be necessary to provide essential staffing or support services to meet business needs.

Maintaining Records

1. Recording work time must be done accurately.
2. Advance approval from the supervisor or designee is expected to work additional hours and shifts.
3. Do not clock in or out for other UAMS personnel.
4. Falsifying or inaccurately entering information on any UAMS or hospital records, including patient records, time records, employment applications or other personnel records is strictly prohibited. Failure to meet this expectation can be grounds for immediate dismissal.

Health and Safety

1. Smoking is prohibited on any UAMS property, including parking lots as UAMS is a smoke-free campus and this activity is not allowed.
2. Sleeping on the job is **strictly forbidden**, except for when in an **on-call status** and should be done only in designated areas approved by the supervisor or designee.
3. Know and observe established fire and emergency procedures.
4. Only authorized UAMS entrances and exits should be used to enter or exit the premises.
5. Establish safe work practices and follow all published safety rules.

Property Access and Use Privileges

1. The use of UAMS Internet is for official business purposes only. Disciplinary action may be taken for any inappropriate use.
2. UAMS telephones, fax machines, and other telecommunication devices are intended for official UAMS business transactions. These resources should not be used for personal reasons, except in cases of an urgent nature or with prior approval from the supervisor.
3. UAMS property and equipment must be used in a safe and proper manner. Making equipment inoperative or failing to use proper safety devices can result in injuries to one's self or others.

4. UAMS property should be used for official business purposes only.
5. UAMS equipment, buildings, and grounds should be kept clean, orderly, and in good condition. Creating or contributing to unsanitary or unsightly conditions is not permitted.

Solicitations

1. Engaging in solicitation and/or distribution of printed or written material or posting and/or removal of notices or signs is not allowed, unless when explicitly permitted or authorized in advance.
2. Refer to *Administrative Guide Policy 4.4.09, Ethical Conduct/Gift Policy*, regarding gratuities, gifts, or personal favors from vendors, patients, or visitors.

Campus Police and Security Measures

1. Anyone finding property on the main UAMS campus should contact the **Clinical Risk Department at (501) 296-1039** or **Academic Services at (501) 686-5577**, where a lost and found service is provided. UAMS premises away from the main campus should develop lost and found procedures.
2. Packages, handbags, purses, tote bags, briefcases, shopping bags, or other containers being brought into or taken from any UAMS building must be made available for inspection upon request by supervisors or the Campus Police Department.
3. Unauthorized firearms or weapons of any kind **must not**, under any circumstances, be brought onto any UAMS premises, including UAMS parking lots.
4. All criminal acts on any UAMS premises, including UAMS parking lots, are prohibited.
5. Stealing, misappropriating, or unauthorized removal of property from UAMS premises is strictly prohibited. This includes the removal of any discarded UAMS property and sample products.

PROCEDURE

The Division of People and Culture (DPC) should be contacted with any questions related to this policy. Appropriate corrective measures should be taken in instances where there have been violations of this Code of Conduct. Such actions should be undertaken with care, objectivity, and full consideration for the rights and interests of UAMS and its personnel.

REFERENCE

UAMS Administrative Guide Policy 3.1.03, Telephone Use Policy
UAMS Administrative Guide Policy 11.4.01, Employee/Student Incident/Injury Reporting
UAMS Administrative Guide Policy 11.4.15, Unsafe Equipment and Furniture

UAMS Administrative Guide Policy 3.1.01, Smoking/Tobacco Use Policy
UAMS Administrative Guide Policy 4.4.02, Employee Discipline
UAMS Administrative Guide Policy 4.4.09, Ethical Conduct/Gift Policy
UAMS Administrative Guide Policy 11.3.07, Workplace Violence Prevention Plan
UAMS Administrative Guide Policy 2.1.42, HIPAA Sanctions Policy
UAMS Administrative Guide Policy 2.1.08, Reporting of HIPAA Violations
UAMS Administrative Guide Policy 4.4.21, Dress Code/Appearance



Signature: _____

Date: August 10, 2023