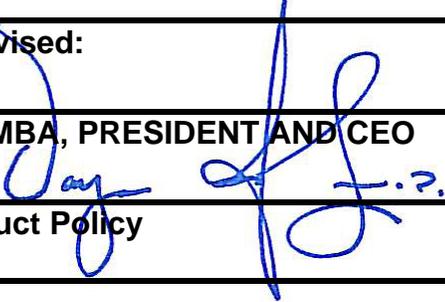


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	Effective Date: July 1, 2011
Retired:	Revised:
Approved by: WAYNE J. RILEY, M.D., MPH, MBA, PRESIDENT AND CEO 	
Subject: Human Resources - Personal Conduct Policy	

**PURPOSE:** To establish clear expectations of acceptable behavior and conduct which apply to all employees of the College.

**POLICY:** It is the policy of the Company that certain rules and regulations regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the Company, or is offensive to customers or coworkers will not be tolerated.

Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of the Company. Appropriate employee conduct includes:

- (a) Treating all customers, visitors, and coworkers in a courteous manner
- (b) Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to the Company's best interests
- (c) Reporting to management suspicious, unethical, or illegal conduct by coworkers, customers, or suppliers
- (d) Reporting to management any threatening or potentially violent behavior by coworkers
- (e) Cooperating with Company investigations
- (f) Complying with all Company safety and security regulations
- (g) Wearing clothing appropriate for the work being performed
- (h) Performing assigned tasks efficiently and in accord with established quality standards;
- (i) Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time
- (j) Giving proper advance notice whenever unable to work or report on time
- (k) Maintaining cleanliness and order in the workplace and work areas

Effective Date: July 1, 2011

**Subject: Personal Conduct Policy**

Meharry is committed to providing a safe and welcoming environment for all staff employees, students, volunteers, patients and program participants. To promote safety and comfort for all, employees are expected to act appropriately at all times while working in Meharry facilities and programs. All employees are expected to behave at all times in a mature and responsible way in accordance with all applicable laws and regulations and the policies and procedures of Meharry and with adherence to Meharry's values.

The examples of impermissible behavior described above, are not intended to be an all-inclusive list. At management's discretion, any violation of the Company's policies or any conduct considered inappropriate or unsatisfactory may subject the employee to disciplinary action.

Notwithstanding, employment is "at will" and may be terminated by the College or the employee at any time, with or without cause and with or without notice.

**PROCEDURE:** If violations of this policy should occur, supervisors and managers should consult with Human Resources regarding the appropriate level at which disciplinary action should begin.