

## **Staff Conduct**

*Effective as of: 03.26.2024*

*American University of Armenia*

*Policy for Publication*

*Policy Number: HUMR20140011*

---

At all times, during the performance of their duties, AUA's Employees shall strictly adhere to and comply with this PPM and rules and regulations governing Employee conduct, currently in effect.

Regardless of their individual duties, status of employment and job classification, Employees are expected to use the highest standard of competence, professionalism and ethics in performing their work at AUA.

During the course of their employment at AUA, Employees shall refrain from certain acts or behavior that have created, may create, or be perceived as creating an unfavorable opinion about AUA. Employees are expected to exercise discretion and respect the accepted rules of conduct in public places.

During normal business hours, Employees are expected to devote their full attention toward fulfillment of their duties at AUA. Employees may not use time that is expected to be devoted to their work at AUA for personal, political or any other associated activity.

When AUA Employees speak or act as private persons outside AUA, they must avoid creating the impression of speaking or acting on behalf of AUA.

Employees should be cognizant that their behavior – both at work and outside AUA – reflects on AUA's reputation and should conduct themselves appropriately.

Personal visits by outsiders to AUA and personal telephone calls must be kept to a strict minimum.

### **Confidentiality**

During the course of their employment at AUA, Employees may have access to and acquire knowledge regarding students, clients, donors, firms, data systems and other information with respect to AUA or other Employees at AUA, which may not be made accessible or known to the general public. Any such knowledge acquired by an AUA Employee within the scope of his/her employment at AUA shall be kept strictly confidential and may not be published or divulged without first having obtained written permission by AUA to that effect. Failure to maintain the confidentiality of such information may result in legal or disciplinary actions leading to dismissal.

### **Personal Appearance**

Employees must exercise discretion in the choice of dress style in view of the fact that personal appearance contributes to the image of AUA. Employees are expected to dress in a manner appropriate to their work environment and to the type of work performed. Specifically, Employees working in offices are expected to dress in professional business attire. Some departments may have a specific dress policy or dress code appropriate to the nature of the work done within that department. Employees should consult with their supervisor regarding any dress code requirement specific to their department.

### **Related Documents**

**[More About Harassment, Bullying and Mobbing](#)**