

**Staff Conduct**

*Effective as of: 03.04.2014*

*American University of Armenia*

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

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

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

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

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

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

**Confidentiality**

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by an AUA Employee within the scope of his or her employment at the AUA shall be kept strictly confidential and may not be published or divulged without first having obtained written permission.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

**Personal Appearance**

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Discretion on the part of Employees in the style of dress and personal appearance is essential to the image of the 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.