

## Student Employee Code of Conduct

This Student Employee Code of Conduct must be read and reviewed with your supervisor on your first day of employment and/or at the beginning of the fall semester each year that you are employed. Once reviewed, you and your supervisor must sign and date this document.

### **Confidentiality**

As a student employee at Roger Williams University (“RWU”), you may have access to various types of restricted use and confidential information in the course of your work. Examples of this type of information includes, but is not limited to, financial information, student records, admissions information, telephone numbers, addresses, payroll and personnel records, donor information, financial aid information, information shared in overheard conversations between RWU staff, etc.

Student employees may be authorized to access such restricted use or confidential information as a condition of employment to the extent necessary to perform their duties. However, you are required to protect against unauthorized access to or disclosure of such information. In addition, you should not access any records or information unless specifically directed to do so by your supervisor.

Under no circumstances are you permitted to release any restricted use or confidential information to any unauthorized person, including, but not limited to, a friend, an outside caller, or another university employee who has not been authorized to have access to such information. If you have any questions about releasing certain information, you should speak with your supervisor before the release of any information.

You are prohibited from sharing any restricted use or confidential information verbally or in any written form, including, but not limited to, by email, on Facebook, Twitter, other social networking sites, blogs, message boards, etc.

Maintaining confidentiality is mandatory, and you must abide by the rules, regulations, policies and procedures of RWU as well as federal and state laws. Disclosure of confidential information is a serious offense and may lead to disciplinary action pursuant to the Code of Student Conduct and/or termination of employment.

### **Conduct**

As a student employee, you are expected to work in a serious and professional manner. This includes showing courtesy and respect to supervisors, co-workers and all others. Professionalism also should be exhibited in the way in which you answer a telephone, address a visitor, your attire, your punctuality and the honesty and integrity with which you perform your job duties. Accordingly, you accept and agree to the following guidelines and responsibilities:

- To use all RWU property and resources (e.g., facilities, equipment, supplies, computers, telephones, copy machines, RWU’s name, stationery, etc.) only for authorized business purposes. Personal use of such property and resources is prohibited.
- To be on time for your scheduled work hours and to follow your work schedule.
- To notify your supervisor as soon as possible if illness or other circumstances prevent you from working during your scheduled work hours.
- To accurately complete your time sheets/E-Time input. Reporting false work hours will result in immediate termination of your employment.
- To report to work in attire that is neat, clean and appropriate for the particular job that you hold. You should consult with your supervisor if you have any questions about appropriate work attire.
- In accordance with RWU’s Alcohol and Drug-Free School and Workplace Policy, to refrain from working while under the influence of illegal drugs or alcohol.

By signing below, you acknowledge and understand that your employment with RWU is at will and can be terminated by RWU or yourself at any time. You further agree to respect and follow this Code of Conduct and to protect against unauthorized access to or disclosure of restricted use or confidential information.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student ID Number

Freshman/Transfer Student (A) \_\_\_\_\_

Upperclassmen (U) \_\_\_\_\_