

University of Wisconsin–Whitewater

Workplace Conduct and Performance Expectations

All University of Wisconsin–Whitewater employees are expected to adhere to workplace conduct and performance standards as a condition of employment (new or continued). These expectations define professional behavior, support accountability, and promote a respectful, safe, and compliant work environment while maintaining a commitment to Academic Freedom and Freedom of Expression. These workplace conduct expectations supplement UW System Administration Policy 1292 – Workplace Conduct Expectations.

The University of Wisconsin – Whitewater reaffirms its commitment to academic freedom and freedom of expression as expressed in Regent Policy Document 4-21. Commitment to [Academic Freedom & Freedom of Expression](#). The expectations are consistent with the Regent Policy.

A. Demonstrate Fairness, Respect, and Professional Conduct

Employees will:

1. Refrain from intentional and personally directed abusive, threatening, or intimidating language or behavior.
2. Maintain a workplace free from bullying, harassment, discrimination, and physical intimidation.
3. Respect the personal property of others. Do not remove or use such property without proper permission.
4. Ensure equitable access to university programs, services, facilities, and employment opportunities.
5. Share information accurately and in a timely manner to support effective operations.
6. Collaborate professionally with all individuals, including those whose ideas and perspectives may differ.
7. Treat colleagues, students, and visitors with fairness, consistency, and impartiality.
8. Address conflicts constructively and seek resolution using available resources, such as human resources personnel.

B. Protect and Preserve University Resources and Property

Employees will:

1. Follow university and system policies regarding purchasing, travel, and other expenditures.
2. Safeguard university keys and access devices by not lending, duplicating, borrowing, or using them outside assigned duties.
3. Maintain password integrity by not sharing, misusing, or accessing accounts without authorization.
4. Use university facilities and equipment only for official university business.
5. Respect building access restrictions and not enter secured or restricted areas without permission.
6. Act promptly to report lost, stolen, or compromised university property or credentials.

C. Act Ethically and With Integrity

Employees will:

1. Perform the duties and responsibilities outlined in their position descriptions, or modified based on university operational needs, competently and in accordance with supervisory direction.
2. Report to work as scheduled and comply with established work hours, break periods, and attendance requirements.
3. Maintain availability and responsiveness consistent with position expectations.
4. Demonstrate professionalism, courtesy, and sound judgment in interactions with students, colleagues, and the public.
5. Use university resources, services, and assets, including technology, responsibly and for legitimate university purposes.
6. Complete assigned tasks accurately and within established deadlines.

D. Contribute to a Healthy and Safe Work Environment

Employees will:

1. Follow established safety procedures, training requirements, and applicable regulations.
2. Comply with health, safety, and sanitation standards and follow directions during emergencies or drills.
3. Adhere to university policies regarding dangerous weapons, including firearms, and other prohibited items on campus.
4. Perform duties free from impairment due to alcohol, illegal drugs, or other impairing substances.
5. Maintain appropriate professional attire, hygiene, and grooming standards for the job role.
6. Maintain a composed, respectful, and professional demeanor, even under pressure or during challenging situations.
7. Demonstrate awareness of how personal behavior impacts the safety and wellbeing of others.

E. Promote a Culture of Compliance, Accountability, and Integrity

Employees will:

1. Protect the confidentiality and integrity of confidential, sensitive, and protected information.
2. Provide information that is truthful, accurate, and complete when performing job duties.
3. Use identification badges, uniforms, campus IDs, and permits only for their intended official purposes.
4. Carry out all responsibilities in accordance with applicable laws, policies, and ethical standards.
5. Take personal responsibility for correcting errors, addressing concerns, and improving performance.
6. Demonstrate reliability through consistent attendance, follow-through, and accountability.
7. Model professionalism, self-discipline, dependability, and ethical decision-making.
8. Follow the organizational chart (chain of command) when seeking support, information, approval, etc.
9. Comply with all Universities of Wisconsin and UW–Whitewater policies, procedures, and rules.

Purpose

These expectations establish clear standards of conduct to guide decision-making, promote fairness, protect university resources, and promote a productive, respectful workplace for all members of the UW–Whitewater community.

Relationship to Promotion and Tenure Standards for Faculty and Instructional Academic Staff

These workplace conduct and performance expectations operate in conjunction with applicable promotion, tenure, and post-tenure review standards. For employees covered by promotion and tenure policies, adherence to these expectations may be considered as part of overall performance, professional responsibility, and service evaluations, as appropriate. Meeting other promotion and tenure criteria does not replace the obligation to demonstrate professional conduct, ethical behavior, and compliance with university policies.

University Responsibilities

The Office of Human Resources, the Faculty Senate, the Executive Tier, the University Staff Council, and the Academic Staff Assembly will share joint responsibility for evaluating the effectiveness of these expectations by conducting yearly reviews. The Office of Human Resources may provide procedural assistance for employees if requested.

Related Documents / References

- [UWSA Workplace Expectations](#)
- [UWSA Academic Freedom and Freedom of Expression](#)
- [UW-Whitewater Discriminatory Conduct Policies](#)
- [UWSA PCard Policies](#)
- [UWSA Travel Policies](#)
- [UWSA Code of Ethics](#)
- [Wis. Administrative Code Chapter UWS 18, Conduct on University Lands, Title](#)

May 20, 2026