

CAREER SERVICES CENTER STANDARDS OF CONDUCT AND DISMISSAL POLICY

Policy

Clarion University standards of conduct and ethics shall be in accordance with all applicable local, state and federal laws, and University and agency regulations.

Guidelines

Promoting acceptable behavior is necessary to the efficient operation of community organizations or agencies. When Clarion University student assistants break rules that are established for the safety and well being of clients, staff, other volunteers and community programs, disciplinary measure shall be undertaken to correct the situation to prevent further occurrences.

The standards and offenses described below are not intended to be all-inclusive. Conduct not covered by this policy but deemed by the agency/organization representatives to be damaging or disruptive to the agency/organization will be treated consistently with procedures outlined below.

The following major infractions include, but are not limited to, those behaviors that will warrant immediate dismissal from the placement by the agency/organization and/or Clarion University.

- A. Unauthorized use or misuse of agency property or records
- B. Disclosure of confidential client information
- C. Inappropriate personal involvement with agency clients, as defined by the agency, if no such involvement existed prior to the volunteer placement
- D. Sexual harassment of agency staff, clients or other volunteers
- E. Falsification of agency records
- F. Acts of violence towards agency staff, clients or other volunteers
- G. Theft or defacing of agency, staff, client or volunteer property
- H. Use or possession of alcohol or illegal controlled substances on agency property or reporting for volunteer duties while under the influence of alcohol or illegal controlled substances
- I. Violations of safety rules where there is a threat to life
- J. Possession of firearms, dangerous weapons or explosives on agency property
- K. Threatening or coercing agency staff, clients or volunteers
- L. Improper or unauthorized use of agency computers and equipment
- M. Failure to obtain and maintain Act 151 and Act 34 clearances (if applicable)
- N. Failure to follow policies and procedure
- O. Repeated unexcused absences/failures to report to work
- P. Accumulation of minor infractions

Procedure

The severity of the discipline imposed will vary according to the nature of the offense. Initial minor infractions such as repeated failure to report to the assigned duty or inappropriate attire will warrant a consultation with the student, followed with documentation. Furthermore, minor and major violations must be submitted in writing or via email to the Career Services Center within 24 hours.