



University of  
St Andrews

## List of unacceptable conduct examples

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1.0	Guidance to support the Disciplinary Policy.	Published.	Lisa Stewart HR	14/03/2022

Whilst it is not possible to set out in detail the standards expected from employees in every respect, the following instances are unacceptable and may lead to disciplinary action being taken.

**These lists are not exhaustive, and the University reserves the right to investigate other conduct and behaviours if it deems it appropriate in the circumstances.**

### **Acts of misconduct/disciplinary rules**

- any action liable to bring the University into disrepute;
- breach of data protection or failure to secure confidential information;
- breach of financial regulations;
- failure to disclose a personal relationship which overlaps with a professional and/or working relationship as outlined in the [Personal relationships at work policy](#);
- failure to report unspent convictions;
- infringement of University health and safety rules;
- making a covert audio/visual recording;
- misuse of University facilities, property or name;
- negligence in conduct of duties;
- poor timekeeping;
- repeated, refusal or serious failure to follow reasonable instructions;
- research misconduct (as confirmed in the [Research Misconduct Policy](#));
- unacceptable behaviour, such as harassment, victimisation, undermining of colleagues or managers;
- unauthorised absence.

### **Acts of gross misconduct**

Gross misconduct is a single act of misconduct that is serious enough on its own to potentially justify an employee's immediate dismissal. There is no statutory definition of what constitutes gross misconduct and therefore the following list provides some examples of the types of behaviour which could be deemed as gross misconduct (this list is not exhaustive or exclusive):

- action liable to bring the University into serious disrepute;
- acceptance of bribes or other secret or undeclared payments as outlined in the [Anti-bribery and corruption policy](#);
- aggressive, threatening or physical violence or assault;
- being in the possession, supplying or consuming of illegal and/or controlled drugs on University premises;
- breach of security and/or financial or IT regulations, policies and procedures;
- continued unauthorised absence from work without authority or a reasonable explanation;
- conviction of a criminal offence that may affect the University's reputation or its relationships with employees, students or the public, or otherwise affects the employee's suitability to continue to work for the University;
- deliberate damage or serious misuse to University property;
- deliberate plagiarism;
- dishonesty, theft, fraud including deliberate falsification of records i.e. overtime, expenses, advances, qualifications/entitlement to work;
- failure to comply with the law in all business activities;
- incapacity to work brought on by misuse of alcohol and/or illegal substances;
- obscene or indecent behaviour, sexual assault or sexual misconduct as outlined in the University's [Gender Based Violence \(including sexual misconduct\) policy](#);
- serious acts of bullying, harassment, victimisation and/or discrimination;

- serious infringement of the University’s health and safety rules and/or acting in a manner that is dangerous to others;
- serious breach of trust or confidence;
- serious acts of negligence;
- serious acts of insubordination.
- vexatious and/or abusive comments regarding the University or its employees through the social media channels, electronic web logs or other online channels;

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