

## **EMPLOYEE WORK GUIDELINES AND PERSONAL CONDUCT**

Professional conduct, respect for authority and for one another is basic to the general welfare and personal dignity of all persons with whom an employee comes in contact and is essential to the success of Mississippi Valley State University. All employees of the University are expected to conduct themselves in a professional manner. They should respect the privacy and reputation of co-workers and all other persons. Tact, courtesy, and kindness should be practiced among and with all employees. When in contact with the community, employees should:

- A. Practice courtesy and exercise good judgment in all professional situations;
- B. Render every possible assistance to persons seeking information or service;
- C. Receive and acknowledge all questions, suggestions, and criticisms about the University's services;
- D. Direct any questions to the proper person when an answer cannot be given immediately; and
- E. Notify the appropriate University official of matters that require official attention by the University.