Disclaimer:
The Temple University Employee Manual sets forth the expected standards of behavior/conduct/performance of all Temple University employees. (See Section 10.9 of the Employee Manual) The official copy of all policies and procedures in the Employee Manual, including any that have been revised, is found on the Human Resources Web site @www.temple.edu/hr. The policies and procedures in this manual govern work place behavior and in all cases supersede any conflicting guidance. The Rules of Conduct contained in this document supplement the Employee Manual by providing further guidance on expected behavior/conduct/performance. They are not intended to, nor do they, create any contractual relationship between any employee and Temple University with respect to the conduct/behavior/performance that the University may prohibit or the discipline the University may impose. Unless otherwise covered by a collective bargaining agreement, employment with Temple University is “at will” and strictly voluntary. Temple University may terminate the employment relationship of an at-will employee at any time, if, in its sole discretion, it believes it is in the University’s interest to do so. Temple University may terminate the employment relationship with a bargaining unit employee as provided by these Rules of Conduct (otherwise known as “work rules”) and in accordance with the applicable collective bargaining agreement. These Rules of Conduct may be modified by the President, University Counsel or the Associate Vice-President of Human Resources at any time, with or without advance notice to University employees.
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INTRODUCTION TO RULES OF CONDUCT

Temple University has certain expectations regarding the conduct and job performance of each employee—exempt and non-exempt, bargaining and non-bargaining—which it believes are necessary for the orderly conduct of business. Among other things, Temple expects all employees to abide by the following Rules of Conduct:

• Abide by all policies and procedures set forth in Temple University’s Employee Manual and official Temple University policies;
• Meet established expectations of job performance as set forth in position descriptions and otherwise communicated by supervisors and University policies and procedures;
• Comply with attendance policies, including coming to work on time as scheduled and leaving when scheduled;
• Meet stated standards of efficiency;
• Respect the personal and property rights of Temple, other employees, students, patients, clients and visitors to the Temple community;
• Support management’s goals and objectives by following job instructions;
• Observe all safety policies, regulations and procedures;
• Follow specific University and departmental rules;
• Maintain a courteous and professional demeanor when dealing with students, co-workers, supervisors, faculty, visitors and other customers; and
• Engage in appropriate conduct in the performance of duties, during working hours and otherwise while on Temple University property.

Unfortunately, conduct that includes violations of the law, acts of incompetence or negligence and acts of willful misconduct sometimes occurs. The following guide outlines a number of violations to the above Rules of Conduct. Employees are prohibited from engaging in one or more of the violations listed in this guide, and the University will respond to any such violations, taking into account the severity of the violation and the surrounding circumstances. Rules of Conduct have been organized into four categories based on their seriousness. Any employee who violates a Rule of Conduct is subject to the appropriate corrective disciplinary action which is based on the category of the work rule violation and the number/frequency of previous violations. (Refer to the section on Corrective Disciplinary Procedure.)

The violations listed in the following pages are not intended to be all-inclusive and do not cover every situation that may arise. The policies and procedures in the Temple University Employee Manual as well as the official Temple University policies govern work place behavior and in all cases supersede any conflicting guidance. (See the Human Resources Web site at www.Temple.edu/hr and the University’s Policy Web site at http://policies.temple.edu). Any conduct that violates common decency or threatens the maintenance of safety, order, efficiency, effectiveness and/or productivity in the work place is cause for disciplinary action even if such conduct is not specifically defined in these Rules of Conduct. Temple will take the appropriate corrective disciplinary action for any violation of any policy or procedure set forth in the Temple University Employee Manual and/or official Temple University policy. Likewise, Temple will take corrective disciplinary action for violation of any established department rules. Department rules will remain in effect unless they contradict any of the Rules of Conduct contained in this guide. Where the Rules of Conduct do not specify the appropriate discipline for a violation of a policy, procedure or department rule, the University will determine the appropriate level of discipline.
CORRECTIVE DISCIPLINARY PROCEDURE

Any employee who violates a Rule of Conduct is subject to the appropriate corrective disciplinary action. Rules of Conduct have been categorized based on their seriousness. The appropriate disciplinary action is based on the category of the work rule violation (A, B, C or D) and the number or frequency of previous violations. The chart shown below has been developed to assist employees and their supervisors in determining the appropriate level of discipline for violations of the Rules of Conduct. The corrective action reflected in the chart for violations of the Rules of Conduct serves as a guideline and does not create a contractual obligation with respect to the discipline the University may impose. In determining the appropriate level of disciplinary action, supervisors should consider the employee’s entire work record with a particular focus on the prior twelve months. The University reserves the right to alter, modify or change the discipline prescribed by these rules at any time, with or without notice, if, in its sole discretion, it believes a modification is appropriate.

ENFORCEMENT

The employee’s supervisor or other University designee is responsible for the enforcement of the Rules of Conduct and the administration/documentation of any disciplinary action that may be imposed. The supervisor is also responsible for contacting Human Resources whenever conduct/behavior reaches the written warning stage.

A Disciplinary Report Form should be used to document the offense. In the case of a bargaining unit employee, the shop steward and/or union delegate may also attend any meeting with the employee which may result in discipline under these work rules. Both the employee and the shop steward or union delegate should sign the Disciplinary Report Form as a record of the discipline. Such signatures indicate receipt only. If the employee refuses to sign, the supervisor shall note on the written record that the employee was given the opportunity to sign and refused.

Copies of the Disciplinary Report Form should be distributed as follows:

- Original Copy to Employee
- First Copy to Human Resources/Labor Relations*
- Second Copy to Union if a union employee
- Third Copy to Supervisor

*Only disciplines at the level of written warning or above must be sent to Human Resources and Labor Relations.

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**NOTES:** Excessive absenteeism or lateness resulting in suspension during a current fiscal year may result in a probationary status in the following year. See Violations B.2 and B.3

Excessive sick day abuse or lateness resulting in suspension two years in a row may be grounds for discharge.

Unauthorized absences of 3 or more days may be considered a voluntary resignation. See Violation D.4.

For purposes of discipline, an absence otherwise approved under Temple University’s FMLA policy will not be counted as an occurrence.
CATEGORY “A” VIOLATIONS OF RULES OF CONDUCT

Rule A.1
Excessive Use of Sick Days
a) Taking six (6) or more sick days from work in any fiscal year.
   • No disciplinary action will usually be taken for the use of less than six (6) days for illness in any fiscal year.
   • Each sick day taken thereafter is a separate violation of this rule.
   • Failure to complete a workday of at least four (4) hours will be counted as one (1) occurrence.
   • Failure to complete an entire workday after four (4) hours will be counted as one half (1/2) an occurrence.
   • Absences during any approved leave will not be counted as an occurrence.

Rule A.2
Excessive Lateness
a) Failing to report to work as scheduled six (6) or more times in any fiscal year.

Rule A.3
Encouraging Violation of Category A Rules of Conduct
a) Encouraging, facilitating, coercing, inciting or otherwise inducing any employee or student to engage in any practice in violation of Category A Rules of Conduct.

CATEGORY “B” VIOLATIONS OF RULES OF CONDUCT

Rule B.1
Unauthorized Absence
a) Failing to notify the appropriate supervisor/managerial employee in a timely manner regarding an absence from work.

Rule B.2
Chronic Sick Day Abuse
a) Taking three (3) or more sick days from work if suspended in the prior fiscal year for violation of rule A.1 (Excessive Sick Days).
   • Each sick day taken thereafter is a separate violation of this rule.
   • Failure to complete a workday of at least four (4) hours will be counted as one (1) occurrence.
   • Failure to complete an entire workday after four (4) hours will be counted as one half (1/2) an occurrence.
   • Absences during any approved leave will not be counted as an occurrence.

Rule B.3
Chronic Lateness
a) Failing to report to work as scheduled three (3) or more times if suspended in the prior fiscal year for rule A.2 (Excessive Lateness).

Rule B.4
Failure to Record Time In or Out
a) Failing to record one's own start time, end time and/or break time in the manner required by the department.

Rule B.5
Leaving without Permission
a) Leaving the assigned area during work time, even if within the assigned building, without approval or notice as required by department procedures.

Rule B.6
Early Quit
a) Preparing to leave prior to the end of the work day without authorization.

Rule B.7
Slowdown of Work
a) Willfully holding back, slowing down, hindering or limiting own or another’s performance.
Rule B.8
Performing Other Than Temple Work
a) Performing personal tasks and/or making personal phone calls/emails during work hours that interfere with the performance of an employee's assigned duties or productivity.

Rule B.9
Unauthorized Extra Work by Non-Exempt Employee
a) Beginning work more than 15 minutes prior to the start of the regularly scheduled work day or continuing to work more than 15 minutes beyond the regularly scheduled work day without prior permission of the appropriate supervisor/managerial employee.

Rule B.10
Inefficiency
a) Failing to meet expected standards of performance, productivity and/or efficiency.

Rule B.11
Unprofessional/Inappropriate Conduct
a) Failing to conduct oneself in a professional manner while performing duties during work hours or while on Temple property.
b) Failing to maintain a courteous and professional demeanor when dealing with students, co-workers, faculty, visitors and other customers.
c) Participating in rowdy or rough play on the job that does not result in injury or disruption to Temple University. See Rule C.3(e).

Rule B.12
Unauthorized Use of Temple Property
a) Using Temple property, equipment or materials, including but not limited to, bulletin boards, computers, telephones, cell phones and other electronic devices, whether owned or leased, without permission.
b) Obtaining any Temple Property without permission or assisting another individual to do so.

Rule B.13
Safety
a) Failing to comply with safety rules posted by the University while performing work or while using the University's facilities for any purpose.
b) Failing to comply with smoking regulations.
c) Failing to comply with federal, state, or local safety regulations or procedures of which the employee is aware or should have been aware.
d) Failing to immediately report accidents or personal injury to supervisor/appropriate managerial employee.

Rule B.14
Visitors
a) Bringing unauthorized persons into any building on the work site or on Temple grounds during work hours in any manner that interferes with the performance of an employee's or a co-worker's assigned duties and/or productivity.
b) Bringing unauthorized persons into any building on the work site or on Temple grounds during work hours in any manner that interferes with the normal operation of the University.
c) Bringing unauthorized persons into any building on the work site or on Temple grounds during work hours when directed not to by a supervisor or by Temple University.

Rule B.15
Care of Temple Property
a) Failing to exercise reasonable care and precaution to prevent damage to, or loss of, Temple property or equipment.
b) Removing or destroying Temple University property without authorization, including but not limited to approved literature/other material on bulletin boards.

Rule B.16
Unsanitary Conditions
a) Failing to observe housekeeping rules or otherwise creating unsanitary conditions.

Rule B.17
Loafing/Loitering/Visiting
a) Loafing, loitering or otherwise engaging in personal conversations (whether in person or by telephone/cell phone/computer or otherwise) during work hours that may or does interfere with the work, productivity, or approved activity of any student or employee.
Rule B.18
Unintentional Disclosure of Confidential Information
a) Releasing confidential information regarding students in violation of the University policy on Confidentiality of Student Records and/or the Family Educational Rights and Privacy Act of 1974.

b) Releasing confidential information regarding employees in violation of the University Policy on Confidential Information, the University Policy on Social Security Numbers, the Health Insurance Portability and Accountability Act of 1996, and/or other applicable federal, state or local laws.

c) Releasing confidential information regarding Temple University’s proprietary business in violation of the University policy on Confidential Information and/or Gramm-Leach-Bliley Act.

Rule B.19
Encouraging Violation of Category B Rules of Conduct
a) Encouraging, facilitating, coercing, inciting or otherwise inducing any employee or student to engage in any practice in violation of Category B Rules of Conduct.

CATEGORY “C” VIOLATIONS
OF RULES OF CONDUCT

Rule C.1
Unauthorized Absence for Two Consecutive Workdays
a) Failing to contact supervisor for two consecutive days regarding absence from work.

Rule C.2
Sleeping: Other than Security/Patient Care (See D.6)
a) Sleeping on the job except as expressly authorized by Temple University.

Rule C.3
Disruptive and/or Disorderly Conduct
a) Engaging in any unruly, erratic or undisciplined behavior that does/may disrupt the workplace.

b) Engaging in any course of conduct that does/may undermine or interfere with a supervisor’s direction or authority.

c) Using any unprofessional, inappropriate, profane, abusive, threatening or obscene language towards a supervisor, other employee(s), students, patients, clients, visitors and/or the public.

d) Engaging in, encouraging or otherwise inciting others to engage in disruptive/disorderly conduct.

e) Participating in any behavior that results in injury to another person or Temple University, including but not limited to, practical jokes, pushing, running, throwing of objects or other acts of horseplay.

Rule C.4
Negligence/Carelessness
a) Neglecting job duties and responsibilities and/or the carrying out of any job duty or responsibility in a careless manner.

Rule C.5
Unauthorized Persons in Temple University Vehicles
a) Allowing unauthorized persons in a Temple vehicle at any time.

Rule C.6
Gambling
a) Gambling during working time or on/by means of University property, including computers.

Rule C.7
Encouraging Violation of Category C Rules of Conduct
a) Encouraging, facilitating, coercing, inciting or otherwise inducing any employee or student to engage in any practice in violation of Category C Rules of Conduct.
CATEGORY “D” VIOLATIONS OF RULES OF CONDUCT

Rule D.1 Unauthorized Absence for 3 Consecutive Days
   a) Unauthorized absences for 3 consecutive regularly scheduled work days or shifts.

Rule D.2 Falsification of Time Records
   a) Falsifying own or another employee’s time records or punching/recording another employee’s time record.

Rule D.3 Falsification/Misrepresentation of Records
   a) Falsifying or misrepresenting any University record or data, including but not limited to, data used in research.
   b) Altering or destroying any University record without authority.

Rule D.4 Fraudulent Statements/Misrepresentation in Employment
   a) Giving false statements when applying for employment, promotion or transfer or when physical or other examinations are made.
   b) Providing false information in connection with employment, including but not limited to, an audit, investigation and/or disciplinary process.

Rule D.5 Out of Assigned Work Area – Security/Patient Care
   a) Leaving an assigned work area without permission and without proper relief when responsible for patient/client care or the security of an area/person.

Rule D.6 Sleeping: Security/Patient Care
   a) Sleeping on the job when responsible for patient/client care or the security of an area/person, unless specifically authorized.

Rule D.7 Insubordination
   a) Refusing or willfully failing to accept a work shift or work location assigned by a supervisor.
   b) Refusing or willfully failing to follow management directions.
   c) Refusing or willfully failing to carry out a work assignment.
   d) Performing actions or making statements that are in defiance of instructions given by a supervisor and/or other Temple administrator acting within the scope of his/her authority.
   e) Encouraging, urging, causing or otherwise inciting any other person(s) to be insubordinate.

Rule D.8 Gross Neglect
   a) Intentionally or recklessly failing to perform job duties and/or responsibilities and/or neglecting a specific and/or express directive of a supervisor.

Rule D.9 Unauthorized Use of Temple University Property Causing Injury
   a) Obtaining Temple University property, including but not limited to, records, TU ID numbers, Social Security numbers, Tax ID numbers, credit cards or bank/financial accounts, by fraudulent means and/or without permission which results in injury or economic loss to another person or to Temple University.
   b) Assisting another person in the unauthorized use of Temple property which causes injury or economic loss to another person or to Temple University.

Rule D.10 Vehicle Accident
   a) Failing to immediately report an accident of any type involving a Temple assigned vehicle.

Rule D.11 Stealing
   a) Stealing or otherwise misappropriating University property or the property of other employees, patients, clients, students or visitors.
   b) Intentionally obtaining any Temple University property by improper means or assisting another person to do so.
Rule D.12
Bribery
   a) Offering, soliciting, giving or taking of a monetary payment or any non-monetary benefit of any kind in exchange for a job, a better working place, the covering of a shift or any change in working conditions, or offering or soliciting a promise of such payment or benefit.
   b) Offering, soliciting, giving or taking of a monetary payment or non-monetary benefit of any kind in exchange for a change in academic grade or any other academic benefit or offering or soliciting a promise of such payment or benefit.
   c) Offering, soliciting, giving or taking of a monetary benefit or any non-monetary benefit of any kind in exchange for the performance or promise of any unauthorized act, including but not limited to the alteration, destruction or disclosure of records or the alteration, destruction or falsification of performance development plans, tenure or promotion documents or any other employment or academic records.

Rule D.13
Drugs and Alcohol
   a) Possessing, using or selling any illegal drug during work hours or on Temple University property.
   b) Illegally using prescription drugs during work hours or on Temple University property.
   c) Reporting to or being at work or on Temple University property at any time in an intoxicated condition or under the influence of illegal drugs or alcohol.
   d) Failing to submit to a drug or alcohol test requested pursuant to Temple University’s Drug and Alcohol Abuse and Testing policies.

Rule D.14
Explosives and Weapons
   a) Possessing explosives, firearms or a weapon during work time or on University property, unless authorized.

Rule D.15
Threatening Behavior or Causing Disturbance
   a) Threatening and/or intimidating or attempting to threaten or intimidate management personnel, employees, patients, clients, students or visitors.
   b) Inciting or attempting to incite a disturbance.
   c) Fighting or engaging in any behavior that is physically threatening to another person or Temple property.

Rule D.16
Destruction of Property
   a) Destroying, causing and/or contributing to the destruction of Temple University property or the property of other employees, patients, clients, students or visitors whether by deliberate act or the willful disregard of such property.

Rule D.17
Harassing/Unwelcome Behavior
   a) Harassing or subjecting to harassment another employee, student, client, patient, customer, visitor or any other individual on Temple University property where the harassment is in violation of Temple University policy.

Rule D.18
Unauthorized Use or Disclosure of Confidential Information/Records
   a) Willful or intentional disclosure of confidential information, proprietary research or business information or trade secrets.
   b) Willful or intentional release of any confidential employee record without authorization and/or in violation of University policy.
   c) Willful or intentional release of any student record without authorization and/or in violation of University policy.

Rule D.19
Encouraging Violation of Category D Rules of Conduct
   a) Encouraging, facilitating, coercing, inciting or otherwise inducing any employee or student to engage in any practice in violation of Category D Rules of Conduct.