

Inappropriate Behavior

Inappropriate behavior can include actions of a minor offense such as impolite social behavior or excessive socializing to more serious offenses such as sexual harassment or discrimination on the basis of any of the protected classes. The action you choose to take needs to be in accordance with the behavior displayed.

Suggested actions

- Include appropriate behaviors in your description of the job duties, responsibilities and [performance standards](#).
- Explain the significance of the inappropriate behavior--why is it a problem?
- Be certain that inappropriate behavior is not being rewarded.
For example, if an employee exhibits rude or unhelpful behaviors, customers will go to someone else in the future, consequently, rewarding the problem employee with a reduced work load. The perception is created that it is better to be rude.
- Recognize that differences are not necessarily problems.
If an employee's work style is different from yours, yet the behavior is not adversely impacting the performance of the employee or others and the job is being performed at the level you have established then the issue becomes one of valuing differences.

If the situation still exists, begin the corrective action process.

For issues involving harassment or discrimination contact the Equal Opportunity Office at x6910.