The Johns Hopkins University
Swaziland Personnel Policy Manual

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Section 1: Purpose

1. This manual is the official statement of the Johns Hopkins University personnel policies for Swaziland. It is the responsibility of each manager and supervisor to administer these policies consistently and impartially.

2. The policies in this manual are applicable to all staff employed by the Johns Hopkins University in Swaziland, exclusive of United States citizens and those on the Baltimore payroll.

3. The Office of the Vice President for Human Resources is responsible for personnel policies globally and any revisions to this manual will be made with approval of the Vice President of Human Resources.

4. This manual will be kept online at the Human Resources website under the Human Resources Section. Any revisions to the manual will be placed on the same website and will be announced to the divisional staff and the staff in Swaziland.

5. Please note that this policy manual does not contain all University, divisional or departmental policies that may apply to employees. Questions about application of other policies may be addressed to the responsible human resources manager or office.

The policies contained within this manual are not intended, nor should they be construed, to create a contract of employment for a specified period of time. Unless otherwise agreed to in writing between the University and an individual staff member for a specified period of time, employment with University is at-will, which means that any employment may be terminated by the staff or the University at any time (subject to applicable notice requirements) regardless of cause but always subject to the local labour laws. The University reserves the right to alter, amend or discontinue any or all of the provisions of these policies and the benefits at any time, with or without prior notice, to the extent permissible by applicable law.

The University retains all managerial and administrative rights and prerogatives entrusted to it and conferred on employers inherently and by law. These include, but are not limited to: the right to exercise judgment in establishing and administering policies, practices and procedures, and to make changes in them without notice; the right to take whatever action is necessary in the University's judgment to achieve its goals; and the right to set the standards of productivity and services to be rendered, etc. Failure of the University to exercise any such prerogative or function in a particular way shall not be considered a waiver of the University's right to exercise that prerogative or function in the future or to preclude it from exercising that prerogative or function in some other way.
Section 2: Equal Employment Policy

Each year the University formally reiterates and reaffirms its commitment to the goal of equal opportunity for its entire staff. As a matter of policy to which it is staunchly committed, the University does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, or any other classification considered unlawfully discriminatory under any applicable law. The University is committed to providing qualified individuals access to all employment programs, benefits and activities on the basis of demonstrated ability, performance, and merit, without regard to personal factors that are irrelevant to the program involved. The University's equal opportunity policy applies to all employment decisions, including those affecting hiring, promotion, demotion, or transfer; recruitment; advertisement of vacancies; layoff and termination; compensation and benefits; and selection for training.

Section 3: Standards of Conduct

A. General Policy

It is the policy of the University to treat staff members with equity, civility, and respect. In return, the University expects staff members to adhere to standards of conduct and performance that are established to enable all to work together to achieve the objectives of the University. These Standards of Conduct are reasonably related to the orderly, efficient or safe operation of the University in Swaziland.

B. General Standards of Conduct and Performance

General standards of conduct and performance apply to everyone employed in Swaziland. Violation and/or failure to adhere to these standards may result in disciplinary action, up to and including, termination. These standards include, but are not limited to, the following:

a. Each staff member is to spend the work day effectively and efficiently -- by performing the proper tasks safely, competently and in a timely manner and demonstrating an awareness of priorities.
b. Each staff member is to comply with University and departmental policies and procedures.
c. Each staff member is to be at work when scheduled.
d. Each staff member shall respect the position of those members of staff superior to him/her and shall carry out all lawful instructions issued to by any member of staff in a position of authority above him/her.

e. Each staff member is to notify the supervisor of an unscheduled absence no later than one hour after the scheduled time to report to work or in accordance with departmental guidelines.

f. Each staff member is to work during working hours.

g. Each staff member is to cooperate with reasonable requests from co-workers.

h. Each staff member is to perform reasonable job duties, even if not part of the job description, as assigned by the supervisor.

i. Each staff member is to respect the confidentiality of sensitive information. Such information should not be repeated, discussed or removed from the work area except for legitimate work reasons.

j. Each staff member is to give proper notice of resignation.

k. Each staff member is to safeguard personal property.

l. Each staff member is to respect the property of others and of the University and to use University property only for legitimate work purposes (e-mail, facsimile machines, computers, copiers and other University equipment). Taking of property belonging to others or the University will not be tolerated.

m. Each staff member is to maintain appropriate workplace behavior that fosters collegiality and team work. Without these qualities, the University cannot achieve its goal in an effective and efficient manner.

n. Each staff member is to utilize internal resources to resolve employment problems (discussion with supervisor, department administrator, human resources, grievance process, etc.)

o. Each staff member is to know the fiduciary duty associated with University employment and to perform the duties accordingly; conduct that conflicts with the interest of the University will not be tolerated.

p. Each staff member is to refrain from selling or buying any illegal substances during work hours or on the University’s premises.

C. Workplace Civility

The quality of services and products delivered by the University is driven by the quality of life of the staff providing the service or product. Working to foster a civil workplace includes, but is not necessarily limited to, the following:

a. Each staff member is to respect the rights of others (for example, not to threaten or to endanger any person's life or health, either deliberately or through carelessness).

b. Each staff member is to be courteous towards fellow staff members, faculty, students, patients, and visitors. Disruptive, discourteous and/or insubordinate conduct will not be tolerated.

c. Conduct that causes or threatens harm to one’s self or others or that constitutes persistent unwanted behaviors, including but not limited to sexual advances or innuendoes, and any form of harassment will not be tolerated.
d. The University does not restrict political activity if it does not involve the Johns Hopkins University name, property, facilities or materials.

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Section 4: Recruiting and Employment

A. General Policy

The Johns Hopkins University’s recruiting protocol includes developing a job description that describes a job’s major functions and required qualifications, advertising the position, screening applicants, and interviewing qualified candidates. Applicants are selected for interviews based on their qualifications for the positions. When a final candidate is selected, references and employment/education background will be verified as applicable.

B. Employment Agreement

After the selection as a final candidate, the individual will receive an employment agreement signed by an authorized University representative in accordance with applicable law. The agreement shall include a title, job description (when appropriate), the date of commencement of employment, salary, intervals at which salary is to be paid, normal hours of work, probation period, annual holiday entitlement including public holidays, sick leave and maternity leave in respect of female employees, notice the employee is entitled to receive in the event of termination of services and notice the employer is required to give, and any allowances and/or any other conditions applicable to a contract of employment.

C. Introductory Period

Newly hired individuals and those rehired after termination of employment, shall be engaged on a probationary basis for a period of ninety (90) days and shall remain provisional until the successful completion of ninety (90) calendar days of employment. Transferred or promoted staff members shall also be engaged on a probationary basis and that position shall remain provisional until the completion of ninety (90) calendar days in their new position.

D. Hiring of Family Members

Immediate family members and members of the same household are not to be employed in any position where one family member has line authority over personnel actions concerning the other. For the purposes of this policy statement, immediate family includes all relatives, such as, but not limited to the following: spouses, same sex domestic partners, children (including step-children and foster children), parents, step-
parents, grandparents, grandchildren, in-laws, siblings (including step-brothers and step-sisters), cousins, nieces, nephews, aunts and uncles. If two staff members become members of the same household, (in circumstances where both are already employed by the University) both may retain their positions, provided one is not under the direct or indirect supervision of the other. It is the responsibility of the supervisor/manager to advise the department administrator if such a relationship is established. Exceptions to this reporting relationship limitations require the approval of the Country Director/Chief of Party.

Section 5: Hours of Work and Overtime

A. Standard Work Week
The standard work day is 8:00 a.m. to 5:00 p.m. For payroll purposes, the standard work week consists of seven days. The staff is required to submit a timesheet to the supervisor on a monthly basis and all time sheets must be maintained in the local office. Employees are expected to devote all their working time to the business of the University and are not entitled to engage in any other/ outside business.

B. Full-Time Work
Full-time work is defined as 40 hours per working week. Employees employed on a short-term/temporary basis shall be informed of the length of time of their proposed employment before taking up any position.

C. Attendance/Tardiness
Each staff member is to be at work when scheduled (for example, to attend work regularly, not to arrive late, not to abuse sick leave or lunch periods, and not to leave early without appropriate approval). Each staff member is to notify the supervisor or designee of any unscheduled absence no later than one hour after the scheduled time to report to work. Unexcused absenteeism and tardiness will be handled in accordance with the University’s disciplinary procedure.

D. Overtime
All overtime work must be preapproved by Country Director/Chief of Party.

- Overtime must be pre-approved prior to the overtime being taken.
- Overtime shall be paid in compliance with the Employment Act of 1980.
- Employees in senior management positions are normally not paid overtime as this is taken as part of their salary package.

E. Unscheduled Office Closings
If the situation warrants, the Country Director/Chief of Party, in consultation with the headquarters, may decide to close the office early, or not open on a normal work day. In the event of an unscheduled closing, the Country Director/Chief of Party will inform the staff as far in advance as possible. Staff will receive instructions regarding the reopening of the office.

Section 6: Salaries and Wages

A. General Policy

The University’s policy is to provide salary/wages to local staffs consistent with the prevailing laws and compensation practices in the country of employment.

B. Position Description

Position descriptions summarize the main responsibility of the job as well as the knowledge, skills and abilities required to perform the job. They are also used to determine the appropriate salary for a position. Both the supervisor and the staff are responsible for keeping the position description current.

C. Salaries/Wages Determination

The salary/wage for a given position is based on its duties, as well as the level of skills and expertise required. Any individual staff’s salary in a position is also based on her/his salary history, professional accomplishments, the local salary market, and sponsor provided funding limitations.

D. Salary Payment

Salaries are paid once a month, at the end of the month, in Swazi lilangeni in accordance with applicable laws.

E. Income Tax Withholding/SNPF

The monthly salary of the staff would be subject to deductions at source in accordance with the rates prescribed by applicable law. In addition, all local employees shall be obliged to contribute to the Swaziland National Provident Fund (“SNPF”) in accordance with the rates published by the Swaziland National Provident Fund each year.

F. Performance Appraisals and Salary Increases

The salaries/wages schedule will be monitored and revised as appropriate. Written performance appraisals will be conducted on an annual basis and will be utilized to
determine any salary/wage increases in conjunction with the standard Foreign Service Nationals (FSN) scale increase guidelines.

Section 7: Benefits

A. General Policy

The University is committed to providing benefits to all staff in accordance with the Swaziland laws and as allowed by the funding source for the activities being conducted in Swaziland.

B. Types of Benefits Offered

- Medical benefits through the group plan that will be provided for the Swaziland field office staff and qualified dependents should you elect coverage. An employee contribution will be required to participate in the plan
- JHU∙CCP will contribute the statutory amount payable to the Swaziland National Provident Fund (SNPF) for eligible employees according to the laws and regulations in Swaziland. Required employee contribution to the SNPF will also be in accordance with the laws and regulations of Swaziland and will be withheld from your monthly pay.
- Other benefits include official holidays as determined by your Finance and Administration Manager; sick leave in accordance with applicable Swaziland labor laws; and vacation which is accrued at the rate of 2.25 days per month for a total of 27 per year.

Section 8: Gift Policy

Staff members may not accept gifts or entertainment that might influence their decision making or compromise their judgment. Staff should not accept gifts, hospitality, favors or entertainment with a value of more than $5 from any vendors who have current or pending business arrangements with the University over which that person has authority or influence. If they are uncertain about the value of an offer or whether the offer can be accepted under this policy, staff should consult their immediate supervisor. Ordinary business courtesies such as occasional business lunches (which should be well below $5 in cost) are allowed.
Section 9: Leave Allowances and Records

A. General Policy

A staff member is responsible for keeping the supervisor informed of all absences. A staff member may not be absent for any reason without informing her/his supervisor. Absences that have not been approved by the supervisor will be charged as leave without pay. A staff member who is absent for three (3) consecutive days without contacting the supervisor is subject to discharge for abandonment of the position. Habitual absenteeism and tardiness will be handled in accordance with the University’s progressive counseling procedure. Staff members are to provide sufficient notice of intention to take leave for vacation or sick days.

B. Holidays

The University recognizes the following holidays in Swaziland:


Where a holiday falls within a period of approved paid leave, the staff will not be charged leave on the holiday but will be entitled to take an extra day, added to the leave days. If a staff member is required to work on a holiday due to pre-scheduled training, meetings with host country or US officials, or travel status, s/he is entitled to take that holiday at another time within the same calendar year subject to her/his supervisor’s written approval.

C. Vacation

Fulltime staffs earn 27 days of annual leave per year. All leave requests are subject to supervisor’s approval based on the business needs of the office. Staff hired after the first day of the month or terminated within the month will accrue vacation and sick leave on a pro-rated basis. Although staffs may begin accruing leave immediately, they may not take annual leave during the first three months of their employment.

Any unused vacation (or annual) leave may be carried over to the next leave year, the total leave not to exceed 27 days. Staff members cannot take vacation leave that they have not yet earned. When a staff member terminates or resigns for any reason, s/he will...
be paid the value of any unused annual leave. Staff members, however, will not be paid for any unused leave if their termination is for unauthorized taking of the University’s money or property.

D. Sick Leave

The purpose of sick leave is to provide time off with pay when an illness or an accident outside of work makes it medically necessary for the staff not to work and to provide for a temporary period of recuperation. Any staff hired after the first day of the month or terminated within the month will accrue sick leave on a pro-rated basis. Staffs cannot use sick leave that they have not earned. Sick leave must be taken in minimum increments of one-half day.

Staffs can use sick leave to care for “authorized dependents” that are ill or undertaking medical/dental examinations and treatment. The staff member must notify her/his supervisor of an illness or absence due to an authorized dependent’s illness as soon as possible. A doctor’s certificate may be required.

Leave must be approved in writing on the appropriate form by the supervisor and reported to the person in charge of monitoring time and attendance. Sick leave of more than three workdays must be supported by a doctor’s certificate. If the leave was due to a health condition of the staff, a written release stating the staff is fit to return to duty from the health care provider is required.

All full-time staff are entitled to fourteen (14) days per year of sick leave with full pay and a further fourteen (14) days per year on half pay to be accrued at the rate of 2.33 days per month. All leave must be accompanied by a medical certificate issued by a registered medical practitioner. Un-taken leave cannot be accumulated and cannot be carried over into the next year.

Unused sick leave is carried over to the next leave year, not to exceed the annual amount the staff earns. Sick leave that is carried over must be used during the next leave year. At the end of the leave year, any unused sick leave in excess of one year’s accumulation will be forfeited. In addition, accumulated sick leave cannot be used for any other purpose and is not considered a debt to the staff; no payment will be made for accumulated sick leave upon termination of employment.

E. Disability Leave

If a staff member’s illness or injury requires a recuperation period that exceeds the combined amount of sick and vacation available her/him, s/he may request disability leave. To be eligible for disability leave, the staff member must: (a) have used all her/his sick and annual leave; and (b) provide written certification from a qualified doctor that the s/he is unable to return to work for a specified period of time, at the end of which the staff member must return to work or present certification that s/he is not yet able to do so
for a specific period of time. The University, at its discretion, may require that a doctor of its own choosing examine the staff.

Disability leave is available only to staffs themselves. Staffs cannot request disability leave in order to care for dependents or other family members.

F. Maternity and Paternity Leave

Benefits-eligible staff who give birth to or adopt a child or children must give written notice to the University of their intention to take maternity leave at least 2 months before expected date of birth or adoption, and such notice shall be supported by medical certificate. If proper notice is given, the staff is entitled to twelve (12) weeks of leave that can be taken at least 4 weeks before the birth and the rest thereafter. Alternatively all twelve (12) weeks can be taken from the date of the birth of the child.

G. Bereavement/Compassionate Leave

All staffs are entitled to 5 days of paid leave following the death of a spouse, parent, grandparent, grandchild, immediate sister, immediate brother, child or authorized dependent.

F. Leave of Absence (Unpaid Leave)

All staffs employed by the University can request in writing leave without pay from their Country Director/Chief of Party. Requests must also be approved by the Divisional office in Baltimore, Maryland, USA. The staff can be required to use accrued vacation leave before taking a leave of absence without pay.

Periods of unpaid leave will not count towards a staff’s length of service for the purpose of calculating annual leave. Sick and vacation leave do not accrue during a leave of absence without pay that exceeds eleven (11) working days during a calendar month. A position vacated by a staff member on an approved leave of absence without pay for ninety (90) days or less cannot be filled with a regular replacement unless the Country Director/Chief of Party gives the staff member a letter prior to the beginning of the leave stating that the position may be filled.

G. Responsibility for Leave Records

The Country Representative/Chief of Party or designee will maintain leave records of individual staffs. These records will be the official leave record and will be part of the official personnel files.

H. Staff Records

Local staffs’ records will be maintained in country with copies of the employment agreement, resume, employment application, and/or job description sent to the divisional
Human Resource Office in Baltimore. Staffs should also keep copies of all personnel documentation for their own records.

Section 10: Work Place Resolution Procedures

Procedure

1. Since most work-related complaints and disputes can be settled in conversation between the staff member and the staff member's supervisor, staff members are encouraged to resolve any problem by seeing their immediate supervisors. An earnest effort is to be made to resolve these issues as promptly as possible.

2. If the staff member considers it to be appropriate, a conversation may be scheduled with the Chief of Party or a representative of the divisional human resources office or human resources manager instead of the staff member's supervisor. Consultation with a representative of the human resources office or human resources manager is available to the staff member or supervisor at any point in the procedure. All parties are encouraged to involve a representative of the human resources office or human resources manager when appropriate.

3. The supervisor is responsible for bringing any grievance involving suspension or termination to the immediate attention of the divisional human resources office or human resources manager.

Section 11: Termination

A. General Policy

Continued employment with the University is subject to certain conditions. The most important of these are the need for the staffs’ services, continuance of the program in which the staffs work and the staffs’ conduct and efficiency. Except in cases of termination for misconduct, or where employment agreement stipulates the period of employment, staffs may receive thirty (30) calendar days written notice of the termination of their position, or wages in lieu of notice.

B. Voluntary Termination
To separate in good standing, staff members must give a minimum of thirty (30) days written notice of resignation to the supervisor. The supervisor can waive the notice period.

C. Retrenchment Benefits

In the event of the contract being prematurely terminated for any reason other than Section 36 of the Employment Act, the employer will pay to the employee the amount payable, including benefits, up to the end of the contract. In other words, the contract would be deemed to have run its course and the employee paid out accordingly. Severance shall not be payable to any employees engaged on a fixed term contract.

D. Involuntary Termination

Employment may be terminated at the end of a particular project and/or contract period for the University’s convenience or change in programmatic needs. Termination may also result from continued poor performance or general misconduct.

E. Reduction in Force

Staff members terminated because of a lack of funds, decreased program needs, reorganization or abolishment of positions will be given written notice as far in advance as possible, but no less than one (1) month.

F. Immediate Involuntary Termination

A staff member can be terminated immediately without any notice (with or without pay) if s/he takes any action willingly and knowingly that harms, jeopardizes or otherwise seriously endangers the well being of the University or its staff or for any other reason as set out in Section 36 of the Employment Act.

G. Severance Benefits

Severance pay is only payable to employees employed on a permanent basis. Employees who are engaged on contract are not be entitled to any severance or gratuity benefit at the end of the contract period.

H. Records

Upon termination of a staff member, all relevant personnel forms and records are to be sent to the divisional human resources office in the Baltimore Office.
Section 12: Employment Related Accident or Illness

All employees shall be entitled to workman’s compensation as provided in the Workman’s Compensation Act of 1963.

Section 13: Anti-Harassment Policy

A. General Policy

The University recognizes that employees should be free from all forms of illegal discrimination and harassment. Accordingly, harassment based on an individual’s gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristic is prohibited. The University will not tolerate harassment, sexual harassment or retaliation in the workplace. Each member of the community is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

1. For purposes of this policy, harassment is defined as:

a). any type of behavior which is based on gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, that

b). is so severe or pervasive that it interferes with an individual’s work performance or creates an intimidating, hostile or offensive working environment.

2. Harassment when directed at an individual because of his/her gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, personal appearance, veteran status, or any other legally protected characteristic may include, but is not limited to: unwanted physical contact; use of epithets, inappropriate jokes, comments or innuendos; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; and, any conduct that may create a hostile working or academic environment.

The University considers sexual harassment as a serious offence and will not tolerate any incident of sexual harassment. This includes unwelcome sexual flirtations, subtle pressure or request for sexual activities, inappropriate touching and suggestive verbal comments or jokes. It is unlawful and against the policy of the University for any
employee, male or female, to sexually harass any other employee or other person, male or female, at any time or place. Sexual harassment includes all behavior that is not welcome or that is personally offensive, including but not limited to:

1. Making unwelcome sexual advance or request for sexual favors (through any means of communication, and whether directly or indirectly) or engaging in other unwelcome verbal or physical conduct of a sexual nature;

2. Making submission to or rejection of such conduct by an individual as the basis for continued employment or employment or employment decisions affecting an employee;

3. Creating an intimidating, hostile or offensive working environment by such conduct.

B. Third Party Sexual Harassment

The employees are also not expected to endure unwelcome conduct by a person not an employee of the University, but any other person encountered in their course of employment by the University. Any employee feeling harassed by such a person should make a report in the same manner as if harassed by a co-worker or superior.

C. Complaint Procedure

Any person who believes that she or he has been subjected to or witnessed sexual, racial or other harassment by or towards a co-worker, manager, customer or vendor must follow the complaint procedure below. The procedure to report an incident shall be as follows:

1. The incident shall be immediately reported to the complainant's supervisor or the Country Director/Chief of Party. The person receiving the complaint then has the responsibility to report the complaint to the departmental office in the University’s Baltimore Office.

2. Upon receipt of the complaint, the Chief of Party has the immediate responsibility to initiate an investigation, which will include a confidential interview with the complainant, the accused harasser and, as necessary, any witnesses.

3. Following the investigation, any identified and confirmed problem will be met with prompt, corrective action.

Any person who violates this policy shall face immediate and appropriate disciplinary action. Disciplinary action may include corrective counselling, written warnings, suspension, demotion, transfer and/or discharge in the discretion of University.
The University prohibits acts of reprisal against anyone involved in lodging a complaint of harassment. Conversely, the university considers filing intentionally false reports of harassment a violation of this policy.

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**Section 14: Policy on Alcohol/Drug Abuse and Drug Free Environment**

The University has the right to protect company property, customers, and co-workers from the dangers and risks caused by the use of alcohol and/or unauthorized drugs. Consistent with these concerns, the University maintains a work environment free from the use of alcohol and/or unauthorized drugs in all of its worldwide locations. Staffs must report to work free from the effects of the use of alcohol and/or unauthorized drugs. Violation of this policy will lead to disciplinary action, up to and including termination from employment.

Staff members suffering from drug and/or alcohol dependency are encouraged to seek the advice and counsel of rehabilitation professionals. At the staff member’s request, the Human Resources Team will, whenever possible, work with the staff member to find professional help.

A medical leave of absence may be granted to a staff member that brings his or her drug or alcohol problem to the attention of management. However, a staff member’s participation in a drug and/or alcohol rehabilitation program does not excuse the staff member from the University’s performance standards or work rules while at work. Failure to meet these standards can be the subject of disciplinary action up to and including discharge.

As with other staff returning from Medical Leave, a staff member who completes a rehabilitation program may be required to complete successfully a medical examination prior to returning to work to ensure fitness for duty. Returning staff must also comply with any follow-up drug or alcohol screening required by the treatment centre or otherwise.

To preserve the staff’s right to privacy, records and discussions regarding personal problems of this nature will be handled in a confidential manner to the extent possible. These records and discussions shall be maintained separately from the staff’s personnel record as part of the staff’s confidential medical records.
As a condition of employment, each staff member must agree to abide by this policy, and to notify the divisional Human Resources Director of any criminal conviction related to drug activity in the workplace (which includes any location where one is in the performance of duties) within five (5) days after such conviction. If the individual is supported by a federal grant or contract, the University will notify the supporting government agency within ten (10) days after receiving notice.

Section 15: Possession of Firearms on University Premises

The possession, wearing, carrying, transporting, or use of firearm or pellet weapon is strictly forbidden on University premises. This prohibition also extends to any person who may have acquired a government-issued permit or license. Violation of this regulation will result in disciplinary action and sanctions up to and including termination of employment.

Section 16: Policy on Smoking and Tobacco Products

Smoking is prohibited inside all facilities owned, leased, or operated by the University, including open and private offices, corridors, dining areas, restrooms, and common areas. This prohibition also extends to all vehicles owned, leased, or operated by the University. The University also reserves the right to designate, with appropriate signage, certain outdoor areas -- especially entrance ways -- smoke-free. Cigarettes, cigars, and pipe tobacco will not be sold at any facility, location, or vending machine owned, leased, or operated by Johns Hopkins University.

Section 17: Policy on Software Duplication

It is the policy of the University to respect the proprietary rights of owners of computer software and to expect that staff will refrain from actions that constitute an infringement of the copyright or other proprietary right attached to software. Staff is required to determine permitted uses of software in their possession, such as the right to make copies, and to obtain appropriate permission when necessary.
Activities of staff that infringe upon proprietary rights will not be considered to have occurred in the course of employment since they are expressly prohibited.