
CONDUCT AND DISCIPLINE

SECURITY INSPECTIONS

SWOSU strives to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, harassing material and other improper materials. SWOSU prohibits the control, possession, transfer, sale and/or use of such materials on SWOSU property including work areas, lockers, toolboxes assigned to an employee or items brought onto the premises by an employee. SWOSU requires the cooperation of all employees in administering this policy. **Note:** For the purpose of this policy, SWOSU uses a broad description of SWOSU property which also includes Blackberries, cell phones, laptops, etc.

To ensure compliance with this policy, SWOSU reserves the right to inspect work areas, office areas, lockers, file cabinets, desks, computers and toolboxes of employees. **Note:** This is not an exclusive listing of possible areas for search or inspection. The fact that an employee may be provided a key, password or other device for securing an area (cabinet, computer, desk, etc.,) does not entitle the employee to an expectation of privacy.

In an effort to secure SWOSU property and work environment, SWOSU adopts a practice of working with local, state and federal authorities. **Note:** It is not within the scope or intent of this policy to limit or interfere with SWOSU police officers in the execution of their duties. (See also: **Privacy Expectations**)