

Code of Conduct and Ethics - Policy & Procedures

1.0 Purpose

- 1.1 The purpose of this policy is to establish a framework for ethical behavior and decision-making that aligns with the University's values and mission. It aims to promote integrity, accountability, and respect among all members of the University community.

2.0 Scope

- 2.1 This policy applies to all University employees, including faculty, staff, administrators, and student employees. It also extends to volunteers, contractors, and affiliates when they are acting on behalf of the University.

3.0 Definitions

- 3.1 Code of conduct - a set of principles and guidelines designed to help employees make ethical decisions in their daily work.
- 3.2 Ethics - the moral principles that govern a person's behavior or the conduct of an activity.
- 3.3 Conflict of interest - a situation in which a person's private interests might conflict with their professional obligations or the best interests of the University.
- 3.4 Confidential information - information that is not public and is subject to privacy and security requirements.

4.0 Policy

- 4.1 The University is committed to maintaining the highest standards of ethics and integrity in all its activities. All members of the University community are expected to conduct themselves in a manner that upholds these values and reflects positively on the University.
- 4.2 Employees must avoid conflicts of interest and disclose any potential conflicts to their supervisor or the Office of Compliance and Ethics.
- 4.3 Confidential information must be handled with care and only disclosed as needed when authorized or legally required.
- 4.4 All members of the University community are expected to treat others with respect and dignity, promoting a culture of inclusion and diversity.
- 4.5 Any form of harassment, discrimination, or retaliation is strictly prohibited and will not be tolerated.
- 4.6 Employees are encouraged to report any suspected violations of this policy or unethical behavior to the Office of Compliance and Ethics without fear of retaliation.

5.0 Procedures

Reporting and Addressing Violations

5.1 Employees who witness or become aware of a potential violation of this policy must report it to their supervisor or directly to the Office of Human Resources (HR).

5.2 HR will investigate all reported violations promptly and confidentially, taking appropriate action based on the findings.

Conflict of Interest Disclosure

5.3 Employees must disclose any potential conflicts of interest as soon as they arise. The disclosure should be made in writing to the employee's supervisor and the Office of Compliance and Ethics.

Handling Confidential Information

5.4 Employees must take appropriate measures to safeguard confidential information, ensuring it is not disclosed to unauthorized individuals.

Training and Education

5.5 HR will provide regular training and resources to help employees understand and adhere to the Code of Conduct and Ethics.

5.6 Record Keeping

5.7 The Office of Compliance and Ethics will maintain records of all reported violations, investigations, and resolutions to ensure transparency and accountability.

Related Policies and Documents

Anti-Harassment Policy
Conflict of Interest Policy
Confidential Information Policy