

# UNIVERSITY *of* PUGET SOUND

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## CODE OF CONDUCT

Last Revised May 12, 2006

Last Reviewed May 11, 2012

**Authority:** The Board of Trustees originally adopted this Code of Conduct on May 13, 2005.

**Applicability:** This Code of Conduct applies to:

- a) all University of Puget Sound employees, including faculty, staff and student-staff, when working for the university or otherwise engaged in activities that are in the course and scope of their employment;
- b) individuals who perform services for the university as volunteers, including the trustees, and those who assert an association with the university;
- c) students; and
- d) consultants, vendors, and contractors as they do business with the university when required by contract.

The code refers to all these persons as “members of the university community” or “community members.”

### Section Headings:

1. INTRODUCTION AND PURPOSE
2. STANDARDS OF INTEGRITY AND QUALITY
3. CONFIDENTIALITY AND PRIVACY
4. CONFLICT OF INTEREST/CONFLICT OF COMMITMENT
5. HUMAN RESOURCES
6. FINANCIAL REPORTING
7. COMPLIANCE WITH LAWS
8. USE OF UNIVERSITY RESOURCES
9. REPORTING POSSIBLE VIOLATIONS

## 1. INTRODUCTION AND PURPOSE

a. Introduction – As members of the university community, all faculty, staff, students, members of the Board of Trustees, university officers, and affiliates are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which we function. The university values honesty, integrity, fairness and responsible stewardship, and strives to integrate these values into all that we do, as reflected in the Faculty Code, Student Integrity Code, Staff Policies and Procedures Manual, Campus Policy Prohibiting Harassment, and all other published university policies. This Code of Conduct is intended to provide an overarching general statement that supplements but does not replace existing published university policies and codes. Other published university policies and codes provide more specific guidance and must be used whenever appropriate.

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b. Purpose – In this spirit, this Code of Conduct (the “Code”) is a shared statement of our commitment to upholding the ethical, professional and legal standards we use as the basis for our daily and long-term decisions and actions. We will all be cognizant of and comply with the relevant policies, standards, laws, and regulations that guide our efforts. We are each individually accountable for our own actions and, as members of the university community, are collectively accountable for upholding these standards and for compliance with all applicable laws and policies.

c. Violations – Adherence to this Code also makes us responsible for bringing possible violations of applicable standards, policies, laws or regulations to the attention of the appropriate office. Raising such concerns is a service to the university and will not jeopardize one’s position or employment. Alleged violations will be pursued according to the established processes for faculty, staff, students, and others, respectively.

d. Questions – Please direct questions regarding the intent or applicability of this Code to the Director of the Office of the President/Secretary of the Board of Trustees.

## **2. STANDARDS OF INTEGRITY AND QUALITY**

The University of Puget Sound recognizes the importance of maintaining a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. The University of Puget Sound strives at all times to maintain the highest standards of quality and integrity.

Frequently, the University of Puget Sound’s operating activities and conduct of its community members are not governed by specific laws or regulations. In these instances, rules of fairness, honesty, and respect for the rights of others govern our conduct at all times.

In addition, each individual is required to conduct university business transactions with the utmost honesty, accuracy and fairness. Each situation is examined in accordance with this standard. No unethical practice is tolerated on the grounds that it is “customary” outside of the University of Puget Sound or that it serves other worthy goals. Expediency should never compromise integrity.

## **3. CONFIDENTIALITY AND PRIVACY**

Community members receive and generate on behalf of the university various types of confidential, proprietary and private information. Each community member will comply with all federal laws, state laws, agreements with third parties, and university policies and principles pertaining to the use, protection and disclosure of such information, and such policies apply even after the community member’s relationship with the university ends.

#### **4. CONFLICT OF INTEREST**

Community members are responsible for being familiar with and are bound by applicable conflict of interest policies. Outside professional activities, private financial interests or the receipt of benefits from third parties can sometimes cause an actual or perceived divergence between the university mission and an individual's private interests.

#### **5. HUMAN RESOURCES**

University of Puget Sound is an institution dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to that institutional commitment is the principle of treating each community member fairly and with respect. To encourage such behavior, the university prohibits discrimination and harassment and provides equal opportunities for all community members and applicants regardless of their sex, race, color, national origin, religion, creed, age, disability, marital or familial status, sexual orientation, veteran status, gender identity, or any other basis prohibited by local, state, or federal laws. Where actions are found to have occurred that violate this standard the university will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible.

#### **6. FINANCIAL REPORTING**

All university accounting entries, accounts, financial reports, tax returns, expense reimbursements, time sheets and other documents, including supporting documentation, are to be accurate, clear and complete, and in accordance with applicable policies, agreements, standards and regulations.

#### **7. COMPLIANCE WITH LAWS**

Members of the university community will conduct university activities in compliance with applicable laws, regulations, and university policy and procedure. Managers and supervisors are responsible for teaching and monitoring compliance. When questions arise pertaining to interpretation or applicability of policy, the individual with a question should contact the appropriate individual or office.

a. Contractual Obligations – The acceptance of an agreement may create a legal obligation on the part of the University of Puget Sound to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by an appropriate university official are authorized to enter into agreements on behalf of the university.

b. Environmental Health & Safety, including Workplace Health and Safety – Members of the university community are committed to protecting the health and safety of its members by providing safe workplaces. The university will provide information and training about health and

safety hazards and safeguards. Community members will adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.

c. Professional-Specific Standards – Some professions and disciplines represented at the university are governed by standards and codes specific to their profession. Those professional standards generally advance the quality of the profession and/or discipline by developing codes of ethics, conduct, and professional responsibility and standards by which their members are guided. Those belonging to such organizations are expected to adhere to university policies and codes of conduct in addition to any professional standards. If a community member believes there is a conflict between a professional standard and university policy, he/she will consult with the appropriate Vice President.

## **8. USE OF UNIVERSITY RESOURCES**

University resources are reserved for operating purposes on behalf of the university in the pursuit of its mission. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental, and reasonable in light of the person's role and responsibilities. University resources include, but are not limited to, the use of university systems, such as telephone systems, data communication and networking services, and the University of Puget Sound domain for electronic communication forums; and the use of university equipment, such as computers and peripherals, university vehicles and other equipment; and the use of procurement tools such as credit/purchasing cards and petty cash; and the time and effort of other staff, students and others at the university.

## **9. REPORTING POSSIBLE VIOLATIONS**

Members of the University of Puget Sound community should report possible violations of applicable laws, regulations, contractual requirements or other violations of this Code through avenues specified in applicable published university policies and codes. In the absence of applicable published university policies and reporting processes, possible violations should be reported to the University Compliance Helpline by calling the toll-free telephone number **866.943.5787**. Reports may be made confidentially, and even anonymously, although the more information given, the easier it is to investigate the reports. The university will make every effort to honor confidentiality and anonymity to the extent it does not conflict with external regulations and laws. Each report will be reviewed as timely as possible, and at the appropriate level within the university. If a report is made through this avenue, but involves an issue that should be dealt with through processes identified in other published university policies and codes, an appropriate and timely referral will be made. The Audit Committee of the Board of Trustees will receive regular reports from the University Compliance Helpline.