



**CODE OF CONDUCT:
STANDARDS OF ETHICAL AND RESPONSIBLE CONDUCT
CU-HR-56**

Concord University is committed to maintaining high standards of professional integrity and conduct guided by and consistent with our values, in support of our mission, and to achieve our vision.

POLICY

It is the policy of Concord University to maintain the highest ethical standards in all matters of university life, including but not limited to compliance with federal, state and local law and regulations, HEPC Policy, and to maintain high standards of personal conduct consistent with university values and policy and procedure.

APPLICATION

Interpretation and application of this policy has been delegated to the Chief Human Resources Officer who will consult with legal counsel and others as deemed needed.

PURPOSE

This policy has been enacted to establish appropriate standards of conduct for all Concord University stakeholders.

APPLICABILITY

This policy is applicable to Board of Governors, faculty, staff, administrators, students, contractors, alumni, affiliates, and volunteers.

ASSIGNMENT OF RESPONSIBILITY

It is the responsibility of: the President Appoint an individual to serve as the Concord University Integrity and Ethics Officer.

University employees are individually and collectively accountable for upholding these standards of behavior and for compliance with all applicable laws and policies.

Suspected violations of ethical conduct and behavioral standards should be brought to the attention of your supervisor or Human Resources.

Standards of Integrity and Quality

Concord University recognizes that maintaining its reputation for integrity goes beyond compliance with laws and regulations and its contractual obligations. Concord must avoid even the appearance of misconduct or impropriety, which can be very damaging to the University.

Each individual is required to conduct University business transactions with the utmost integrity: honesty, accuracy and fairness. Other behavioral standards include but are not limited to:

All employees shall:

- Exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance.
- Contribute, cooperate, and participate in creating an environment in which all employees/students are accepted and are provided the opportunity to achieve at the highest levels in all areas of development.
- Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and/or violence, and free from bias and discrimination.
- Create a culture of caring through understanding and support.
- Intervene in any code of conduct violation that has a negative impact on students or staff.
- Demonstrate responsible citizenship by maintaining a high standard of conduct, self-control, and moral/ethical behavior.
- Comply with all Federal and West Virginia state laws, policies, regulations and procedures.

Confidentiality and Privacy

Faculty, staff, students receive and generate on behalf of the University various types of confidential, proprietary and private information. It is imperative that each individual complies 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.

Specific privacy laws, such as the Family Educational Rights and Privacy Act (FERPA—student education records); Health Insurance Portability and Accountability Act (HIPAA—personal health information) require us to safeguard information.

Acceptable Use and Academic Policies govern any privacy rights of information stored on University computer systems.

Conflict of Interest/Conflict of Commitment

Full-time Concord faculty and staff owe their primary professional allegiance to the University and its educational mission in teaching, scholarship and service. In order to protect our primary mission, faculty and staff members with other professional or financial interests shall disclose them in compliance with applicable conflict of interest/conflict of commitment policies, which are available at <https://www.concord.edu/about/administration/board-of-governors/bog-policies> and as addressed in the respective employee handbooks.

Human Resources

Concord University is dedicated to the pursuit of excellence and facilitating an environment that fosters this goal. The university supports the principle of treating each individual fairly and with respect. To encourage such behavior, the University prohibits discrimination and harassment and provides equal opportunities for all.

Financial Reporting

All University accounts, financial reports, expense reimbursements, time sheets and other documents, including those submitted to government agencies must be accurate, clear and complete. All entries in University records, including departmental accounts and individual expense reports, must accurately reflect each transaction.

Compliance with Laws

Employees must transact University business 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, contact the individual who has oversight of the policy. Refer all unresolved questions and/or interpretation of laws and regulations to the Office of Human Resources or the President's Office. University-wide policy documents can be found at <https://www.concord.edu/about/administration/board-of-governors/bog-policies>

Contractual Obligations

The acceptance of an agreement, including sponsored project funding, may create a legal obligation on the part of Concord University to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by the President can enter into agreements on behalf of the University.

Environmental Health & Safety, including Workplace Health and Safety

Each employee of the University must be committed to protecting the health and safety of its faculty, staff, students and visitors by providing safe workplaces. The University will provide information and training about health and safety hazards, and safeguards. Employees and students must adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.

c. Non-University Professional Standards

Concord has adopted certain professional codes of conduct developed and published by National and State Associations as its standard of conduct and behavior for those professionals. Professional employees are often bound by standards and codes of conduct specific to their professions. It is expected that professionals adhere to professional codes as well as University policies and codes of conduct.

If there is a conflict between a professional standard and University policy, please contact Human Resources or the President’s Office.

Use of University Resources

University resources must be reserved for business purposes on behalf of the University. 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 employee's duties.

University resources include, but are not limited to, the use of University systems (e.g., telephone systems, data communication and networking services) and the Concord University domain for electronic communication; the use of University equipment (e.g., computers and peripherals, University vehicles); the use of procurement tools such as purchasing cards and petty cash; and, the time and effort of staff, students and others at Concord.

Reporting Suspected Violations

Employees should report suspected violations of applicable laws, regulations, government contract and grant requirements or these standards to your supervisor, Office of Sponsored Programs, Human Resources, or the President’s office.

Confidentiality

Such reports may be made confidentially, and even anonymously, although the more information given, the easier it is to investigate the reports.

Cooperation

All employees are expected to cooperate fully in the investigation of any misconduct.

Procedure

The procedures, including any requisite forms, necessary to implement this policy are found on the Human Resources website.

APPROVAL

<u>Intent to Plan Approved by Concord University Board of Governors:</u>	June 06, 2017
<u>Policy Approved by the Board:</u>	July 18, 2017
<u>Effective Date:</u>	July 18, 2017
<u>Affirmed by WVHEPC:</u>	

