



## CODE OF CONDUCT

### 1. RATIONALE

- 1.1 As a Catholic Institution for Higher Education, the University of Saint Joseph (the University) (USJ) shall be committed, following the teaching of the Gospels, to maintaining an academic, work and living environment in which all members of the University community, are treated with respect, equal rights and human dignity.
- 1.2 All members of the University Community are responsible for sustaining the high ethical standards of this institution, and of the broader community in which we function. Central to that institutional commitment is the principle of treating each University member fairly, and with decency and respect.

### 2. PURPOSE

- 2.1 The purpose of this Policy is to establish policies, procedures, and guidelines for professional conduct by those acting on behalf of the University, including executive officers, faculty, staff, students, volunteers and representatives acting as agents of the University and other personnel employed by the University.
- 2.2 This Policy does not intend to describe explicitly what one should and should not do, but to communicate the University's values and expectations of proper conduct.
- 2.3 This Policy reflects University policies and procedures. It does not create additional or different rights or duties.

### 3. SCOPE

- 3.1 This policy applies to all faculty, visiting professors, staff, local, non-local and overseas students, employees, visitors, volunteers and agencies providing service in the University, full-time, part-time or who have other arrangements for contact with the University.

### 4. THE CODE

- 4.1 Those acting on behalf of the University have a general duty to conduct themselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of the University and take no actions incompatible with their obligations to the University.
- 4.2 With regard to professional conduct, those acting on behalf of the University must ensure that their conduct is in accordance with the tenets of the rationale underpinning this Code of Conduct including, but not limited to the following:

#### A. Be Impartial and Courteous to Others by:

- i. treating all community members with respect and self-respect;
- ii. avoiding all kind of abuse of power by virtue of the position or status they hold in the University;



- iii. providing example and direction to others whose actions may be detrimental or damaging to themselves or the community;
- iv. abiding by the University Policies regarding anti-harassment, anti-discrimination, anti-retaliation, threats, violence etc.;
- v. promoting, embodying, enacting, and adhering to, positive, courteous and respectful interpersonal behaviour, manner and communication within and across the University;
- vi. promoting harmonious and positive working relationships with members of the University.

**B. Manage Responsibly by:**

- i. learning and following the laws, regulations, contracts, and University policies and procedures;
- ii. ensuring compliance with local and international applicable laws;
- iii. reviewing performance conscientiously and impartially;
- iv. promoting professional growth;
- v. upholding a healthy, and productive working environment that supports dialogue and is responsive to others' concerns;
- vi. being proactive to disclose any compliance violations to the appropriate line manager or other University officials;
- vii. ensuring that reports of violations are properly resolved.

**C. Ethics in Purchasing by:**

- i. adhering to University Policies, including, but not limited to, purchasing, gifts/donations acceptance, naming of faculties and conflict of interest;
- ii. giving first consideration to the objectives and policies of the University;
- iii. striving to obtain the maximum value for each dollar of expenditure;
- iv. declining personal gifts or gratuities;
- v. granting all competitive suppliers equal consideration by conducting business suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.

**D. Support Sustainability and Preserve University Resources by:**

- i. using University property, equipment, finances, materials, electronic and other systems, and other resources only for legitimate University purposes;
- ii. abiding by all University Policies including, but not limited to, sound accurate financial reporting, processes to protect assets, responsible fiscal management and internal controls to protect and guard the University property and reputation
- iii. avoiding waste of food, water and electricity;
- iv. promoting efficient operations;
- v. stopping littering;
- vi. increasing recycling;



- vii. becoming more environmentally-conscious;
- viii. disposing of surplus assets by either transferring them to other departments or agencies, or by selling, donating, recycling, or scrapping them.

**E. Maintain Academic Freedom and Academic Responsibilities by:**

- i. upholding the development and application of policies;
- ii. developing a clear understanding of the principles, rights and responsibilities of academic freedom and abide by these;
- iii. exercising appropriate procedures in situations where academic freedom is felt to be threatened or abused;
- iv. exercising academic freedom with integrity, professionalism and discretion in the digital age.

**F. Support Research Integrity by:**

- i. promoting and maintaining the ethical culture of the University;
- ii. upholding the rights, interests and well-being and research participants both within and outside the University;
- iii. adopting ethical approaches when undertaking research and teaching-related research;
- iv. acting in a manner that shows honesty, integrity, social justice and respectfulness for individuals, the environment, and artefacts used in research;
- v. safeguarding and preserving the rights, interests of non-human species in research;
- vi. raising concerns about unethical practices and/or research misconduct in accordance with the University procedures;
- vii. learn, follow, and demonstrate accountability for meeting the requirements of sponsors, regulatory bodies, and other applicable entities;
- viii. adopting ethical practice in their engagement and collaboration with external organisations, local, national and international;
- ix. protecting rights to individual and University intellectual property;
- x. ensuring originality of work and give authorship credit of intellectual contributions.

**G. Avoid Conflicts of Interest and of Commitment by:**

- i. guaranteeing the implementation policies for conflicts of interest and conflicts of commitment;
- ii. eluding direct competition with the University either personally or through a firm in which the person has a substantial interest;
- iii. exercising prudence towards activities from which the faculty might benefit financially;
- iv. avoiding undertaking university research at the expense of fulfilling the mission of the University to serve the needs of an outside organization;
- v. avoiding actual individual or institutional conflicts of interest;



- vi. disclosing potential conflicts of interest, and adhering to the policies of the University in this respect;
- vii. ensuring personal relationships do not interfere with objective judgment in decisions affecting University employment or the academic progress of a community member;
- viii. avoiding conflicts of interest and commitment when carrying out their external and University education, research, scholarship, or service responsibilities.

**H. Wisely Manage Public, Internal and Private/ Confidential Information by:**

- i. learning and following laws and University policies and agreements regarding access, use, protection, disclosure, retention, and disclosure of public, internal and confidential/private information:

- *Public:*

Public data is information that, mindful of laws of data protection and access, may be disclosed to any person regardless of their affiliation with the University. Examples of public information include, but are not limited to: Board of Trustees actions, faculty/staff bios, course catalogs, press releases, email sent to campus wide distribution lists, unless otherwise stated in the email communication; etc.

- *Internal:*

Internal information is considered non-public and should be protected from unnecessary exposure or transmission to parties outside of the University. Examples of internal information include, but are not limited to: some memos, correspondence, and meeting minutes; contact lists that contain information that is not publicly available; and procedural documentation that should remain private.

- *Private/Confidential:*

Information of a sensitive nature that is available only to designated personnel or third parties with a legitimate business or educational interest in them. This information should be protected against unauthorized disclosure or modification. Examples of private/confidential information include, but are not limited to: medical records, passport and visa numbers, campus police records and evidentiary materials, advisory, consultative or deliberative material, security measures and surveillance techniques, information that would give an advantage to competitors or bidders, sexual harassment complaints and investigations, grievances filed, information required to be kept confidential by court order, social security numbers, credit card numbers, unlisted telephone numbers, and driver's license numbers, certain pedagogical, scholarly and/or academic research records, charitable contributions, admission applications, student records, grievance or disciplinary proceedings, etc.

- ii. following document preservation and retention guidelines;
- iii. maintaining data security using electronic and physical safeguards.



*NOTE: In general, the University personnel are expected to use common sense judgment and to handle data categorized as Internal and Confidential/Private in an appropriate manner. Some data may be subject to specific protection requirements under a contract or grant, or according to a law or regulation not described here. In those circumstances, the most restrictive protection requirements should apply.*

**I. Promote Health and Safety in the Workplace by:**

- i. learning specific responsibilities related to environmental safety and health procedures, rules, and regulations;
- ii. following safe workplace practices, including participating in applicable education and training sessions, using appropriate personal safety equipment, and reporting accidents, injuries, and unsafe situations;
- iii. complying with the University and local health, safety and environmental standards, rules, regulations, policies, procedures, and orders;
- iv. ensuring faculties, institutes and centres maintain effective health and safety programs and provide appropriate safety equipment to meet safety obligations, including but not limited to, biohazardous agents, chemical hazards, radiation safety, and fire and life safety;
- v. obtaining required safety training before they work with hazardous chemicals, physical or mechanical hazards in their working or learning environments;
- vi. refraining from operating equipment or apparatus, or conducting any procedure, without proper training and authorization;
- vii. taking prompt action when unsafe acts or conditions are reported or observed;
- viii. ensuring that hazardous materials are properly disposed and secured against theft.
- ix. reporting hazardous conditions to their line manager;
- x. maintaining security, including securing University assets and facilities.

**5. REPORTING**

5.1 Any alleged violation of this Code of Conduct must be brought to the attention of the appropriate Dean/Head of Office.

5.2 If for any reason it is not appropriate to report suspected violations through the normal management channels within the faculty or office or the staff is uncomfortable doing so, the staff may go to:

- Human Resources Office;
- Vice-Rector for Academic Affairs Office;
- The Administrator.



## 6. COOPERATIVE REMINDER

- 6.1 This policy is an extension of USJ's commitment to make every effort to provide a safe and healthy environment for all members of our community. The success of this policy depends upon the thoughtfulness, consideration, and cooperation of everybody.

## 7. POLICY AWARENESS

- 7.1 Faculty, staff, and student employees who violate this University policy may be subject to disciplinary action for misconduct and/or performance based on the academic/professional/administrative process appropriate to their employment and may also be subject to the discontinuance of specified information technology services based on the policy violation.

*DISCLAIMER – The University of Saint Joseph accepts no liability for any action taken, or consequences arising from any use of the material or any reliance made.*

*USJ reserves the right to revoke/interpret the terms and conditions herein. All matters and disputes shall be subject to the final decision of USJ's Executive Council.*

**Author:** Administrator

**Approved by:** Executive Council

**Approved on:** 7<sup>th</sup> June 2022

**Operational commencement date:** 7<sup>th</sup> June 2022

**Version number:** V001