



USJ CODE OF CONDUCT

1. RATIONALE

- 1.1 As a Catholic Institution for Higher Education, the University of Saint Joseph (hereafter 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 Code of Conduct (hereafter the "Code") is to underpin and promote 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 Code does not seek 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 Code upholds the University policies and procedures and social responsibility regarding local and national laws.

3. SCOPE

- 3.1 This Code 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.
- 3.2 This Code covers all circumstances when staff, students and affiliates are performing work, duties, or functions for the University, as well as related activities, such as work-related functions, travel, conferences, and any circumstances when a person is representing the University.
- 3.3 The Code does not seek to dictate how 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, conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by employees which may jeopardise the University's reputation or position will be dealt with through the disciplinary procedure.
- 3.4 This Code does not create additional or different rights or duties.

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 kinds 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, bullying, 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 relevant laws, regulations, contracts, and University policies and procedures;
 - ii. gaining the correct understanding and ensuring compliance with the 'Constitution', the 'Macao Basic Law', the 'Macao National Security Law', and the practices of 'One Country, Two Systems';
 - iii. furthering USJ members' knowledge in order to understand and respect the traditional values of 'Love China - Love Macao' and its principles;
 - iv. supporting the national values and promoting the sense of national unity and ethnic solidarity;
 - v. abiding by the new provisions regarding the use and protection of the National Flag, National Emblem, and National Anthem, and respect and protect Macao's and China's historical and cultural heritage;
 - vi. fulfilling social and civic obligations, and actively and positively providing professional services to the society;
 - vii. safeguarding the image and reputation of the higher education institution and the academic sector;
 - viii. reviewing performance conscientiously and impartially;
 - ix. promoting professional growth;
 - x. upholding a healthy, and productive working environment that supports dialogue and is responsive to others' concerns;
 - xi. being proactive to disclose any compliance violations to the appropriate line manager or other University officials;
 - xii. 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 unit of expenditure;
 - iv. declining personal gifts or gratuities in accordance with the University policy;
 - 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, due diligence, 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 relevant policies;
 - ii. developing a clear understanding of the principles, rights and responsibilities of academic freedom, and abiding by these;
 - iii. exercising appropriate procedures in situations where academic freedom is felt to be, and/or is threatened or abused;
 - iv. exercising academic freedom with integrity, professionalism, and discretion in the digital age;
 - v. upholding moral integrity, educational philosophy, and professionalism.
- f. Support Research Integrity by:
 - i. promoting and maintaining the ethical culture of the University;
 - ii. upholding the rights, interests, and well-being of research participants both within and outside the University;
 - iii. adopting ethical principles and practices 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 and 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 ethical 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, regional, national, and international;
 - ix. protecting rights of, and to, individuals' and the University's intellectual property;
 - x. ensuring originality of work and give authorship credit of intellectual contributions.
- g. Avoid Conflicts of Interest and Conflicts 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, company, business, or organisation in which the person has a substantial interest;
 - iii. exercising prudence towards activities from which the faculty might benefit financially;
 - iv. avoiding undertaking research with outside agencies or engaging in outside activities, to serve the needs of an organization, which in return may create a wrong perception on the university;
 - 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 that personal relationships do not interfere with objective, impartial 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, procedures, and agreements regarding access, use, protection, retention, and disclosure of public, internal, and confidential/private information:
 - *Public:*

Public data is information that, mindful of laws of data protection and access, can 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 published bios, course catalogs, press releases, email sent to campus-wide distribution lists that include a statement of being open to the public;
 - *Internal:*

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

This is information of a sensitive nature that is available only to designated personnel and/or designated third parties who have a legitimate business or educational interest in information. This information must be protected against unauthorized disclosure or unapproved 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, proprietary information, sexual harassment complaints and investigations, complaints and/or grievances filed,



information required to be kept confidential by court order, social security numbers, credit/debit card numbers, unlisted telephone numbers, and driver's license numbers, certain pedagogical, scholarly and/or academic research records, charitable contributions, admission applications, individual student records, grievance or disciplinary proceedings, etc.

- ii. following document preservation, archiving, 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:
 - ii. learning and adhering to specific responsibilities related to environmental safety and health procedures, rules, and regulations;
 - iii. following safe workplace practices, including participating in applicable education and training sessions, using appropriate personal safety equipment and procedures, and reporting accidents, injuries, and unsafe situations;
 - iv. complying with the University and local health, safety and environmental standards, rules, regulations, policies, procedures, requirements, and orders;
 - v. ensuring that academic, administrative, and support units maintain effective health and safety programs and procedures, 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;
 - vi. obtaining required safety training before members of the University work with hazardous chemicals, physical or mechanical hazards in their working or learning environments;
 - vii. refraining from operating equipment or apparatus, or conducting any procedure, without proper training and authorization;
 - viii. taking prompt action when unsafe acts or conditions are reported or observed;
 - ix. ensuring that hazardous materials are properly disposed and secured against theft.
 - x. reporting hazardous conditions and matters to their line manager;
 - xi. co-operating with the University in taking care of University assets and facilities including ensuring the security of University devices and University data;
- j. Safeguarding the reputation of the academic sector by
 - i. nurturing talents and disseminating knowledge;
 - ii. abiding by the rules and regulations of the University, and taking steps to safeguard the image and reputation of the higher education institution and the academic sector;
 - iii. contributing to the sustainable development of higher education;



- iv. avoiding engaging in any behaviour that would damage the interests and reputation of the higher education institution or its peers in the field of higher education.

5. REPORTING

- 5.1 Any alleged violation of this Code of Conduct must be brought to the attention of the appropriate Vice-Rector/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 units (academic administrative, support) or if the staff is uncomfortable in doing so, the staff can go to one of the following:
 - Human Resources Office;
 - Vice-Rector for Academic Affairs Office;
 - The Administrator.

6. CONSEQUENCES FOR VIOLATING THIS CODE OF CONDUCT

- 6.1 Failure to comply with this Code and related policies is subject to disciplinary action, up to and including suspension without pay, or termination of employment or association with the University, in accordance with applicable disciplinary procedures.

7. POLICY AWARENESS

- 7.1 The university will link to this Code electronically through the USJ websites designed to convey law enforcement information. All USJ faculty, staff, employees, and to anyone representing the University, i.e. individuals to whom this Code applies, are responsible for becoming familiar with and following this policy. University Line Managers are responsible for promoting the understanding of this Code and for taking appropriate steps to help ensure compliance with it, conveying emergency and law enforcement information.

DISCLAIMER – This Code is subject to ongoing review and amendment as appropriate. Amendments to this Code are made by the Executive Council in response to advice and recommendations from across the University.

Author: Administrator

Amendments: Administrator

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