



University of Evansville

Employee Code of Conduct

Adopted by the Board of Trustees on June 22, 2021

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I. Purpose

The University of Evansville Employee Code of Conduct (Code of Conduct) sets forth the shared commitment of employees of the University of Evansville (the University or UE) to uphold the ethical, professional, and legal standards that are used as the basis to guide decision-making. These standards are critical to fulfilling the expectation that University employees operate within a framework consistent with the values of integrity, honesty, and fairness.

As members of the UE community, we are each individually responsible for our own actions and are collectively accountable for upholding these standards of behavior, respecting the rights of others, and for compliance with all applicable laws and policies.

II. Applicability

The Code of Conduct as contained herein applies to individuals who are employed by the University of Evansville including faculty, administrators, staff, and student workers. Throughout this document these individuals are referred to as “University Community Members.”

This Code of Conduct is intended as an overview of those policies and procedures that are fundamental to ensuring that University Community Members conduct themselves in an ethical manner. In many cases, the concepts outlined here are discussed in more detail in other University policy and procedure manuals. These documents include, but are not limited to Faculty, Administrator, and Staff Manuals (collectively referred to as “University Manuals”).

III. Confidentiality

As a function of their association with the University of Evansville, University Community Members may generate, receive, or otherwise come into contact with information that is of a confidential and proprietary nature. Such information could pertain to an individual’s personal, financial, medical, family, or academic records or other confidential information. Such information also includes University financial, academic, or other confidential information.

It is imperative that such information is held in the strictest of confidence and only used for its intended purpose. University Community Members should familiarize themselves with the legal requirements for confidentiality within their respective areas, as well as any University policies that may govern confidentiality as it relates to their responsibilities and ensure that they are acting within those requirements. Additionally, University Community Members should use care to ensure that confidential and personal information gained as a function of their advisory or other role with respect to students and other University Community Members is treated with the appropriate level of respect and confidentiality.

This confidentiality requirement applies to University Community Members both during and after their affiliation with the University of Evansville.

The University Manuals and Department or other policies and procedures in place further address specific situations where confidentiality is concerned. University Community Members should review those documents for further details on the University's expectations regarding confidentiality in specific situations.

IV. Conflict of Interest

The University expects that University Community Members will devote their primary professional allegiance to the University of Evansville. All University Community Members should understand that other professional activities, personal financial interests, the receipt of benefits from third parties, relationships with family members associated with businesses providing services or products to the University, or a variety of other circumstances have the potential to cause a conflict of interest between the individual's private interests and the University's mission.

With this potential in mind, it is important to handle these situations with care and transparency. University Community Members should disclose any situations which are, or possibly could be perceived, as conflicts of interest to their supervisor or to the University's Executive Director of Human Resources and Institutional Equity, or designee. Upon disclosure, all parties should work together to ensure that the University's interests are adequately considered in the matter and that decisions made are not influenced by the personal interests of any of the parties involved.

V. Compliance with Laws and University Policies

University Community Members will conduct University activities in compliance with applicable laws, regulations, the University Manuals and Department or other applicable policies or procedures. University Community Members are responsible for familiarizing themselves with these various requirements and ensuring that they perform their duties in compliance with them.

VI. Acceptance of Gifts

University Community Members may sometimes face situations where they are offered something of value by a vendor, supplier, contractor, or other third party desiring to do business with the University. While small and infrequent gifts, such as lunches and company promotional items are acceptable and within the normal course of business, it is possible that a third party could attempt to influence a University decision-maker with a more substantial gift or gifts. For this reason, the University places the following restrictions on University Community Members in a position to receive gifts from vendors, suppliers, contractors, or other third parties that have or desire to have a relationship with the University of Evansville. For the purposes of this policy, samples

of vendor's merchandise which are given for purposes of evaluation (e.g., examination or desk copies of textbooks) are not considered gifts.

University Community Members should not allow the receipt or the prospect of receipt of a gift of any type to influence a decision they are making related to their duties at the University of Evansville. Similarly, the receipt or the prospect of receipt by a friend or family member of University Community Members should not influence the decision-making of University Community Members. In order to ensure that this is the case, University Community Members are required to report to the University's Executive Director of Human Resources and Institutional Equity, or designee, any instances where in a calendar year they (or friends or family members) receive, as a function of their University affiliation, gifts, meals, entertainment, or anything else of value from a single vendor, supplier, contractor, or other third party, totaling more than \$500. For University Community Members who are required to sign the University's Conflict of Interest Disclosure Statement, the terms of the Conflict of Interest Disclosure Statement will take precedence over any discrepancies between it and the Acceptance of Gifts provisions stated above.

Additionally, in no instance should University Community Members receive a direct payment of cash as an inducement from an individual or business that has or is seeking a business relationship with the University.

VII. Financial Accuracy

University Community Members are responsible for producing a variety of University of Evansville financial information for both internal and external purposes. The University expects that those responsible for preparing financial information do so in compliance with all legal, professional, and University standards.

University Community Members should provide complete and accurate financial transactions, reports, and other financial records in a timely manner. It is a violation of the Code of Conduct for University Community Members to intentionally record a transaction or produce a report that contains intentionally misstated or misrepresented financial information.

VIII. Workplace Health and Safety

The University of Evansville is committed to providing a safe and healthy working environment. University Community Members share in the responsibility for making the University a better place to work by reporting any unsafe or dangerous practices. Every person is responsible for performing all duties in a safe and sensible manner. Supervisors should welcome suggestions or concerns related to safety. Safety on the job is essential for an individual's protection and for the protection of others. Safety equipment is provided to all University Community Members whose job duties require such equipment. All such University Community Members should use the provided safety equipment.

Safety awareness is the priority of all University Community Members. University Community Members should report all safety violations, accidents, or injuries to the Office of Administrative Services immediately.

IX. Employment of Relatives

The University of Evansville welcomes the employment of immediate family members as well as other relatives of University Community Members, so long as appropriate steps are taken to ensure that the familial relationship does not negatively impact either the related employee or other University employees in the performance of their job duties and that there is no actual or perceived favoritism between related employees.

Accordingly, individuals employed by the University may not supervise or evaluate another employee to whom they are related. Additionally, employees are prohibited from serving in a position whereby they are responsible for approving or verifying the work of a relative. When a faculty member is considered for promotion or tenure, relatives of that employee must recuse themselves from the evaluation process to avoid any conflict of interest.

For the purposes of this policy, relatives include spouses, parents, grandparents, brothers, sisters, brothers- and sisters-in-law, fathers- and mothers-in-law, children, aunts, uncles, nieces, nephews, sons- and daughters-in-law, cousins, and half- or step-relatives in the same relationship as listed above.

X. Diversity, Equity, and Inclusion

Nondiscrimination Statement: The University of Evansville expects all members of its community to treat each other with respect and civility. Harassing behaviors directed toward any member of our community will not be tolerated. As part of its commitment to nondiscrimination, the University specifically prohibits harassment based on the following protected characteristics: race, color, gender, gender identity and expression, sexual orientation, creed or religion, national origin, age, disability, veteran status, and all federally protected groups and classes. Any form of harassment undermines the mission of the University and negatively impacts the University community as a whole.

In accordance with the above Nondiscrimination Statement, all University Community Members shall adhere to the following additional policies:

- [Title IX and other Sexual Harassment and Misconduct Policy](#);
- [Harassment and Discrimination Policy](#);
- [Protection of Children Policy](#); and
- [Consensual Sexual or Romantic Relationships Between Employees and Students Policy](#).

XI. University Resources

As a function of their employment with the University of Evansville, University Community Members will have access to a variety of University resources. These resources are primarily to assist University Community Members in performing their responsibilities at the University, or for public service. These resources are not for use for personal gain. While there may be occasional instances where University Community Members may use a University resource for personal use (such as placing a personal phone call), the University expects that such instances are incidental and reasonable in light of the individual's role and responsibilities.

University resources include vehicles, computers, telephones, credit cards, laboratory or shop equipment, and any other furnishings or equipment owned by the University and supplied to University Community Members as a means of enhancing their ability to perform their responsibilities.

Examples of acceptable and unacceptable uses of University resources are listed below. The below list, however, is not an exhaustive list. University Community Members are expected to use good judgment, the Code of Conduct, and University Manuals and Departmental or other applicable policies or procedures in determining appropriate behavior relative to the use of University resources.

Acceptable:

- Occasional use of University phone or internet for personal use that does not interfere with job performance.
- Faculty use of University computer, lab, and classroom materials to assist in writing articles for publication or conducting research.

Unacceptable:

- Use of University credit card to purchase items for personal use.
- Prolonged use of University phone or internet for personal use that interferes with the ability of the employee to perform job duties.
- Either unauthorized or more than incidental use of University vehicle for personal use.
- Use of University or Departmental social media accounts for posts not related to job duties.
- Use of University-owned copy machines not related to job duties.

XII. Drug Free Workplace

The following statement formalizes University policy regarding the work-related effects of drug use and the unlawful possession of controlled substances on University property:

- Employees are expected and required to report to work each day on time and in an appropriate mental and physical condition. It is the intention and obligation of the University to provide a drug-free, healthful, safe, and secure work environment.
- The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on University property by University Community Members is absolutely prohibited. Violations of this will result in disciplinary action, up to and including termination, and may have legal consequences.
- The University recognizes drug dependency and drug abuse as illnesses and major health problems. The University also recognizes drug abuse as a potential health, safety, and security problem. University Community Members who need help in dealing with such problems are encouraged to use the University clinic and health insurance plans, as appropriate.
- Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record.

University Community Members must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on University of Evansville premises or off premises while conducting University business. University Community Members must report a conviction within five days after the conviction, as required by the Drug Free Workplace Act of 1988. Such reports are sent to the Executive Director of Human Resources and Institutional Equity, or designee.

University Community Members should refer to the University Manuals for further discussion on issues related to the University's policies on drug use.

XIII. False Statements

University Community Members should not make any maliciously false statement – orally, in writing, or in any other format – regarding the University, any member of the Board of Trustees, or any other University Community Members.

XIV. Reporting Suspected Violations

University Community Members are asked to report any occurrences which they reasonably believe to be violations of this Code of Conduct. The reporting of perceived violations can be made through typical managerial or supervisory channels when it is appropriate. If University Community Members are not comfortable reporting a violation directly to a direct supervisor, the violation can be reported to other University Community Members who are at a level equal to or above the supervisor. Additionally, perceived violations can be reported directly to the University's Executive Director of Human Resources and Institutional Equity, or designee.

A hotline administered by a third-party organization not related to the University of Evansville is available to maintain anonymity at 1-866-943-5787.

In instances where the perceived violation is communicated by University Community Members to a supervisor, the supervisor should contact the Executive Director of Human Resources and Institutional Equity, or designee, if further clarification or direction is needed.

The nature of the suspected violation will determine the manner in which the issue is investigated. Procedures outlined in the University Manuals and other policies and procedures will be followed in instances where guidance is provided. For matters in which existing policies do not provide guidance, the Executive Director of Human Resources and Institutional Equity, or designee, will determine the manner and extent of investigation, with direction from the Chair of the Audit Committee of the Board of Trustees. All reports will be impartially and confidentially investigated.

XV. Non-Compliance

University Community Members found to have violated this Code of Conduct are subject to disciplinary action as appropriate based on the circumstances and severity of the violation. Disciplinary action can consist of a multitude of penalties up to and including termination of employment. Violations may also subject University Community Members to civil or criminal proceedings.

Disciplinary action for faculty found to have violated the procedures and policies outlined in this Code of Conduct is determined in accordance with the Faculty Manual.