

LUX ET SPES



## STONEHILL COLLEGE

Dear Colleague,

As members of the Stonehill College community, all trustees, incorporators, fellows, faculty, and staff are responsible for conducting themselves with the highest ethical standards. As a “community of scholarship and faith,” the College values integrity, honesty and fairness and strives to integrate these values into its teaching, scholarship, business practices, and daily interactions among all members of the Stonehill community.

The enclosed Ethics Code describes standards to guide us in our daily College activities. In many cases these standards are already found in existing College policies. It is the responsibility of all members of the Stonehill community to read this Ethics Code and understand the principals contained therein.

The Ethics 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 professional decisions and actions. We are each individually accountable for our own actions and, as members of the College community, are collectively accountable for upholding these standards of behavior and for compliance with all applicable laws and regulations.

Please review the Ethics Codes and acknowledge your review by signing the enclosed confirmation page and returning the confirmation page as instructed on the form.

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Thomas V. Flynn". The signature is written in a cursive style.

Thomas V. Flynn  
General Counsel and  
Clerk of the Corporation

## Stonehill College Ethics Code

### Introduction

Stonehill College's Mission states that we are a "community of scholarship and faith, anchored by a belief in the inherent dignity of each person." Consistent with this mission, Stonehill is committed to the highest ethical and professional standards of conduct as an integral part of our organizational philosophy. To achieve our mission, the College relies on each community member's ethical behavior, honesty, integrity and good judgment.

This Ethics Code establishes guidelines for professional conduct by those acting on behalf of the College including employees, consultants, vendors and contractors when doing business with the College and volunteers and representatives acting as agents of the College. The Ethics Code refers to all these persons collectively as "members of the College community" or "community members."

This Ethics Code cannot address all situations that may arise, but it offers a framework to assist community members in understanding their obligations. The following statements provide summaries of formal detailed policies and are not intended to be all-inclusive. The College's official Policy Manual is available online at <http://campus.stonehill.edu/legal/policies.htm>. This Ethics Code informs but does not supersede the rights and obligations of the College community under the law or any collective bargaining agreement between union employees and the College.

References to policies are for illustrative purposes only and do not limit the applicability of any policy not referenced herein.

### Code of Conduct

Members of the Stonehill community have the obligation to respect and to be fair to other members, students, and persons they supervise, and to foster their intellectual and professional growth<sup>1</sup>. Community members must not engage in, nor permit, harassment and illegal discrimination<sup>2</sup>. Spoken or written intimidation, harassment, coercion or threats of violence are unacceptable and will not be tolerated<sup>3</sup>. Behavior that jeopardizes the health and safety of community members, or intrudes upon their rights and freedoms, is unacceptable<sup>4</sup>. Members must not abuse the authority they have been given and care must be taken to ensure that any personal relationships do not result in situations that might interfere with objective judgment<sup>5</sup>. Members should conduct themselves in a businesslike manner on campus or when attending an off-campus work related function<sup>6</sup>. Unprofessional activities such as inappropriate language, keeping or posting inappropriate materials in the work area or accessing inappropriate materials on computers is strictly prohibited<sup>7</sup>.

### Compliance with Laws and Regulations

Members of the Stonehill community are expected to transact College business in compliance with all federal, state, and local laws and regulations related to their positions and areas of responsibility, including, but not limited to, equal employment opportunity, fair employment practices, and nondiscrimination laws; laws regarding the privacy and confidentiality of employee and student records; laws regarding workplace safety and occupational health; and laws regarding antitrust and recording of financial transactions<sup>8</sup>.

## **Conflict of Interest**

A conflict of interest exists when a community member or a member of his or her family is in the position to benefit personally, directly or indirectly, from his or her dealings with an organization or person conducting business with the College<sup>9</sup>.

All decisions and actions by community members in the course of their professional responsibilities are to be made in a manner which promotes the best interests of the College. It is the College's intent to avoid conflicts between the personal interests of employees and the interests of the College. In the event that a community member may have a financial, personal or professional interest that could potentially create a conflict of interest (or the perception of one) in any decision or transaction involving the College, the employee should clearly and fully in writing to their supervisor the nature of the conflict and refrain from participation in the College's consideration of the transaction or the processing of the transaction.

Gifts received by a community member from a third party (such as a vendor) are generally discouraged. If gifts are received they are the property of the College. Certain gifts of *de minimus* value may be kept by the employee or department. Gifts with a value of \$100 or more must be submitted to the respective Vice President to determine proper disposition.<sup>10</sup>

## **Consulting and Outside Employment**

If a person is a full-time employee of the College, the employee's main employment responsibility is to Stonehill. Prior to the commencement of any outside employment or consulting engagements approval must be granted by the College<sup>11</sup>.

## **Confidentiality**

The College is committed to protecting the privacy of individuals (employees, students and alumni) and the confidentiality of records. As a community member, you have the responsibility for making sure that this commitment to protect individuals' privacy is upheld. Respecting the rights to confidentiality and privacy of information of the members of our community is critical. Community members must safeguard confidential and personally identifiable information. This includes ensuring that confidential documents, in either paper or electronic form, are not left unattended: refraining from engaging in discussion of confidential information in forums where the information may be overheard; and protecting the privacy of past and present students, faculty, staff and alumni by maintaining the confidentiality all College records. Failure to maintain this confidentiality may have a direct impact on the interest of Stonehill College<sup>12</sup>.

## **Copyright**

Stonehill College respects and adheres to applicable copyright laws. Community members are expected to comply with the copyright laws and provisions of licensing agreements that apply to software, printed and electronic materials<sup>13</sup>. The College maintains specific copyright guidelines for students and faculty which are available in the Library and from the Office of the General Counsel.

Use of the College's seal, crest, letterhead, indicia, and logos is restricted to College business. Questions regarding use of the seal and letterhead should be referred to the Office of Communications and Media Relations.

### **Policy against Abuse of Drugs and Alcohol**

The federal Drug-Free Workplace Act of 1988 requires employers who contract with or receive grants from agencies of the federal government to maintain a drug-free workplace. In addition, the federal Drug-Free Schools and Communities Act of 1989, as a condition of the institution receiving federal funds or any other form of financial assistance under any federal program, requires all institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. In compliance with the requirements of these laws, and in order to provide a safe and healthy environment in which employees and students may work and study, Stonehill College has established a program on drugs and alcohol. Students and employees of the College are reminded annually of the requirements of this policy<sup>14</sup>.

### **Proper Use of College Property and Funds<sup>15</sup>**

Stonehill College community members must ensure that College resources are not used for other than their intended purposes. College employees have an obligation to manage the institution's resources prudently, with a responsibility to those who provide those resources, including students, parents, alumni, foundations, donors and government agencies. College employees are responsible for safeguarding the tangible and intangible assets of the College that are under their control. College resources may not be converted to personal use, either for oneself or another person.

College resources may not be used to make contributions to candidates for public office, to political parties, or to other political organizations that are organized primarily to accept contributions for the purpose of influencing the selection, nomination, election, or appointment of any individual to federal, state, or local public office.

### **Accuracy of Records and Reporting<sup>16</sup>**

The records, data and information owned, used, and managed by the College must be accurate and complete. The accuracy and reliability of financial reports is of the utmost importance to the business operation of the College. College members must record, allocate and charge costs accurately and maintain documentation as required by established policies and procedures. All reports, including travel/reimbursable, bills, invoices, payroll information, personnel records and other essential business records, must be prepared with care and honesty. All employees responsible for accounting and record-keeping must fully disclose and record all assets, liabilities or both, and must exercise due diligence in enforcing these requirements.

### **Grants and Contracts<sup>17</sup>**

Members of the College community requesting funding from government agencies, corporations, foundations, and other granting organizations have an affirmative obligation to make full, accurate, and honest representation concerning all relevant information submitted to or requested by the granting organization. Accurate and complete records, including supporting documentation, as required by the

granting organization must be maintained. Also all funds provided by federal agencies must be spent in ways consistent with the funding documents and in compliance with the guidelines on allowable costs.

### **Acceptable Use of Campus Network and Computing System**

It is the responsibility of each member of the community to use the network and computing services provided by the College's campus network and computing systems appropriately and in compliance with all College, local, state, and federal laws and regulations. College computing systems are College resources and are provided to community members for business purposes. Computers and the information contained on them are the property of the College and may be accessed by College officials at anytime. College policy and relevant laws apply to use of the College's network and computing services. Actions that are unacceptable in the College community are also unacceptable on the network, computing systems and other electronic services<sup>18</sup>.

### **Reporting Suspected Violations or Concerns**

Stonehill College Ethics Code compliance efforts focus on teaching community members standards that require adherence. Nevertheless, violations may occur. In addition, members of the College community may have concerns about matters that they are not sure represent violations. Therefore, community members should report suspected violations or concerns about these standards promptly to one of the following College offices: Human Resources, Office of the General Counsel, Vice President for Finance and Treasurer, or President. In addition, community members may call the "Whistleblower" hotline. Reports are made anonymously to this number, unless the caller wishes to leave their contact information. Stonehill College will investigate claims of inappropriate activities, including informing the Board of Trustees Audit Committee of claims related to the misuse of College assets and violation of compliance laws. Stonehill will protect from retaliation anyone who makes a good faith effort to appropriately disclose perceived wrongdoing<sup>19</sup>.

### **Consequences of Violation**

Material violations of this code or related policies and procedures will be considered under the College's established disciplinary practices and procedures and may carry disciplinary consequences, up to and including dismissal from employment. Such violations may also subject individuals to civil or criminal actions in state or federal courts<sup>20</sup>.

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Endnotes: The first reference to a policy contains policy number and title, subsequent references only contain number.

<sup>1</sup> E3.42 Personal Conduct

<sup>2</sup> E3.35 Opposition to Sexual Harassment and Discrimination

<sup>3</sup> E3.35 and E3.39 Opposition to Workplace Violence

<sup>4</sup> E3.35, E3.42, E3.39

<sup>5</sup> E3.3 Employment of Relatives, E3.9 Employment of Minors, E3.42, E3.47 Employee-Student Consensual Relationships

<sup>6</sup> E3.42

<sup>7</sup> E3.42 and E1.2A Employee Electronic Mail

<sup>8</sup> E1.1 Equal Opportunity, E3.1 Equal Employment Opportunity, E3.6 Reference Checks, E3.7 Background Checks, E3.18 Access to Personnel Files, E3.27 Maternity Leave, E3.35, E3.39, E3.42, E3.43 Confidentiality, E3.52 Criminal Offender Records Information, A5.12 Student Educational Records, S1.3 Community Standards and Student Discipline System, F9.2 Information Security, *also see generally* policy section F1 Office of the Controller.

<sup>9</sup> E1.5 Conflict of Interest and E3.42

<sup>10</sup> F1.10 Business Expense and Reimbursement

<sup>11</sup> E3.17 Outside Employment (non-faculty) and A10.6 Outside Employment (faculty)

<sup>12</sup> E3.42, E3.43, F9.2, and A5.12

<sup>13</sup> A17.1 Definition of Academic Honesty, A22.1 Photocopies on Library Reserve, A23.1 Reproducing Copyrighted Materials, and A23.2 Digital Millennium Copyright Act

<sup>14</sup> E3.36 Drug Free Campus Act and E1.4 Substance Awareness

<sup>15</sup> *see generally* F1 Office of the Controller and F11 Finance and Treasurer's Office

<sup>16</sup> *Id.*

<sup>17</sup> *Id.*

<sup>18</sup> *see generally* F9 Information Technology; *see also* E1.2A, E3.42, and E3.35

<sup>19</sup> E1.2 Whistleblower

<sup>20</sup> E3.40 Disciplinary Action, E3.41 Employee Grievance Procedure, E3.42, and E3.44 Termination.