

## **St. Francis College CODE OF CONDUCT**

The St. Francis College Code of Conduct sets forth the standards of behavior which reinforce the principles contained in its Code of Ethics.

The Code of Conduct provides guidance for professional conduct for employees and others representing the College, who are expected to comply with the Code of Conduct as well as with the College policies and regulations which support it.

### **Conflict of Interest**

Employees and persons representing the College must avoid the perception of or actual conflicts of interest which may influence the person's decisions or decisions that the College or any associate may make. Conflicts include those of a financial, personal, or professional nature. To this end, the College annually distributes to all employees and members of the Board of Trustees the Conflict of Interest Policy. Employees whose job responsibilities may involve transactions that could also benefit their own material financial or personal interests are required to complete the Conflict of Interest Questionnaire for the disclosure of apparent, potential, or actual conflicts of interest.

### **Accounting and Auditing Matters**

In accordance with generally accepted accounting practices, employees and persons representing the College must be accurate and thorough in maintaining College records, in the analysis of business and financial transactions, and in the documentation and preparation of financial reports. Employees of the College are to provide to the College's auditors any and all information the auditors may request in the performance of their audit functions.

In accordance with proper internal control procedures, employees and persons representing the College must comply with authorization, reporting, and other practices established by the College.

### **Fraud**

Employees and persons representing the College are enjoined from fraud, which is the intentional misrepresentation or concealment of information in order to deceive, mislead, or acquire something of value.

Examples include: violation of policy, sabotage, theft, organized gambling, and activities to influence the outcome of sports activities

### **Falsification of Documents**

Employees and persons representing the College are enjoined from falsification of records or any part of a document, contract, or record for the purpose of gaining an advantage, or misrepresenting the value of the document, contract, or record.

Examples include: financial aid documents, entrance or placement exams, academic

credit, transcripts, vendor contracts, time sheets, employee insurance, or other employee benefits claims.

#### **Federal, State, and Local Laws**

Employees and persons representing the College are required to familiarize themselves with and transact college business in accordance with federal, state, and local laws.

#### **Vendors, Contractors, and Contractual Obligations**

Employees and persons representing the College are required to select and negotiate with vendors and contractors fairly and in good faith in accordance with College policy, adhering to obligations assumed by the College.

#### **Donor Stewardship**

Employees and persons representing the College are responsible for the proper handling of donor funds entrusted to the College.

#### **Asset Protection**

Employees and persons representing the College are responsible for the protection and proper use of the assets of the College under their control.

#### **National College Athletic Association (NCAA) Regulations**

St. Francis College is a proud Division I member of the NCAA. Employees, students, and persons representing the College are bound by NCAA regulations in all matters, including those pertaining to recruitment; gift giving, solicitation, or acceptance; activities to influence the outcome of sports activities; use of College sports equipment, or any other sports items for personal use; improper talent scout activity.

#### **Gifts and Gratuities**

Employees and persons representing the College may not personally, or for the benefit of family, friends, or associates - or for any other individual's family, friends or associates - accept cash, checks, money orders, vouchers, gift certificates, loans, products, or services which could be reasonably interpreted as an effort to influence a business relationship or decision, or a recruiting decision. Accordingly, the College limits the value of a gift to an employee or representative of the College to \$50.00.

#### **Disclosure of Confidential Information**

Employees and persons representing the College are responsible to protect against unauthorized access to and improper disclosure or use of private or personal information relating to students, employees, applicants, or any third party information in possession of the College. This responsibility extends to protecting against unauthorized access to and improper disclosure or use of the financial, planning, or any material or intellectual information resulting from your employment with the College.

### **Communications/Information Technology Use**

Employees of the College have access to the College's communications system, including telephone, facsimile, email, and internet, for use in conducting the College's business. All communications produced on such systems are the property of the College. In addition, unauthorized use of College-owned software is prohibited. Accordingly, employees are responsible to express themselves in a professional manner and to abide by all federal, state, and local laws as well as by the College's policies, procedures, Code of Ethics, and Code of Conduct in such communications.

### **Drug-Free Workplace**

Employees of the College are required to abide by the Drug-Free Workplace policy of the College, according to which the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited at St. Francis College. Any employee who violates this prohibition shall be subject to dismissal from the College's service, for cause.

### **No-Smoking Workplace**

In compliance with the New York City Smoke-Free Air Act, there is a no smoking policy at St. Francis College. Accordingly, employees are prohibited from smoking throughout the College facilities.

### **Fair Employment Practices**

St. Francis College is committed to fair employment practices as they affect both external and internal candidates for employment opportunities. The College believes that fairness and diversity are key factors in our success as a Franciscan institution.

### **Nepotism**

The College accepts the employment of individuals and their family members [For purposes of this policy, "family member" is defined as anyone related to the employee through marriage or by blood as well as any individual with whom the employee may have a committed relationship] however, the College does prohibit the supervision or hiring of an employee by an individual with any of the above relationships. Additionally, no employee can serve in a position whereby he/she could exercise influence over the salary, promotion, hiring or terminating of any family member.

### **Consulting Services**

College employees are afforded the privilege of providing consulting services as long as this activity does not interfere or conflict with their ability to fulfill their College roles. Prior to engaging in consulting services and prior to every academic year, faculty must obtain the permission of the president; non-faculty must obtain the permission of the Director of Human Resources.

### **Employment Outside the College**

**College employees are afforded the privilege of working outside the College providing the work/working schedule does not interfere or conflict with their ability to fulfill their College roles. Prior to engaging in outside employment and prior to every academic year, faculty must obtain the permission of the president; non-faculty must obtain the permission of the Director of Human Resources.**

### **Harassment**

**As evidenced by its mandatory employee training through New Media Learning, the College prohibits sexual or any other form of harassment by or against any member of the St. Francis College community or associates of our community. Complaints are to be made through any member of the St. Francis College Committee on Sexual Assault Prevention and Campus Security.**

### **Environmental and Safety Matters**

**The College is committed to meeting the requirements of any applicable law, rule or regulation relating to the environment, working conditions or workplace safety, including, without limitation, regulations promulgated by the U.S. Occupational Safety and Health Administration, the U.S. Environmental Protection Agency, and similar agencies in other jurisdictions. Examples include: biohazard, biosafety). Any suspected unsafe conditions should be reported directly to the College's Facilities Office.**