

Standards of Ethical Conduct

As members of the Faculty, lecturers, and staff are responsible for sustaining the highest ethical standards and for complying with all applicable legal obligations in our decisions and actions.

I. ADHERENCE TO THE HIGHEST ETHICAL STANDARDS

Every member shall, at all times, conduct his or her activities in accordance with the highest professional and community ethical standards. Every member of the Faculty is expected to become familiar with those laws, regulations, and College rules which are applicable to his or her position and duties.

II. RESPECT FOR AND COMPLIANCE WITH THE LAW

Every member is expected to become familiar with those laws, regulations, and rules which are applicable to his or her position and duties, and to comply with both their letter and spirit. The Faculty will implement programs to further members' awareness and to monitor and promote compliance.

III. CONFIDENTIALITY AND PRIVACY

Members of the Faculty receive and generate various types of confidential, proprietary and private information, including but not limited to student educational records. Individuals who have access to or who generate or otherwise maintain such information are expected to be familiar with and to comply with all laws, regulations, policies and /or agreements that govern access, use, protection and disclosure of this information.

IV. SUPPORT OF THE COLLEGE'S GOALS AND AVOIDANCE OF CONFLICTS OF INTEREST

St. Theresa is a not-for-profit institution which is dedicated to teaching, research and public service. Every member of the College is expected to faithfully carry out his or her professional duties in furtherance of the College's mission. Every member has a duty to avoid conflicts between his or her personal interests and official responsibilities and to comply with College. Additionally, a member may not utilize his or her position with the College for his or her personal benefit. Members are also expected to consider and avoid, not only an actual conflict but also, the appearance of a conflict of interest. When conflicts of interest arise, they must be recognized and disclosed, then eliminated or appropriately managed.

V. MAINTENANCE OF THE HIGHEST STANDARDS OF ACADEMIC AND RESEARCH INTEGRITY

Every member of the College involved in teaching and research activities is expected to conform to the highest standards of honesty and integrity. Activities such as plagiarism, misrepresentation, and falsification of data are expressly prohibited. All research at the College must be conducted in strict conformity with the applicable University policies, procedures, and approvals and the requirements of all governmental and private research sponsors.

VI. RESPECT FOR THE RIGHTS AND DIGNITY OF OTHERS

The Faculty is committed to a policy of equal treatment, opportunity, and respect in its relations with its faculty, administrators, staff, students, and others who come into contact with the Faculty. Every faculty member is prohibited from discriminating on the basis of race, color, religion, sex, sexual orientation, gender, pregnancy (including childbirth, or related medical condition), national origin, age, disability, physically assaulting, emotionally abusing, or harassing anyone; and depriving anyone of rights in his or her physical or intellectual property.

VII. MAINTENANCE AND PRESERVATION OF ACCURATE RECORDS

Members of the Faculty are expected to create and maintain records and documentation (including but not limited to student education records, personnel records, research records etc.) which fully conform to all applicable laws and professional, and ethical standards.

VIII. CONCERN FOR HEALTH AND SAFETY; RESPECTING THE ENVIRONMENT

Every faculty member is expected, in the performance of his or her duties, to comply with all laws and regulations which govern health and safety and to make every reasonable effort to ensure that students, faculty are protected from undue health risks and unsafe conditions.

Every faculty member is expected, in the course of his or her activities: to comply with all applicable environmental regulations;

IX. REPORTING SUSPECTED VIOLATIONS OF THE STANDARDS; ENFORCEMENT OF THE STANDARDS

These Standards of Ethical Conduct exist for the benefit of the entire Faculty and all of its members. They exist in addition to and are not intended to limit the specific policies, procedures, and rules enacted by the College.

Each member of the University is expected to uphold the standards of Clemson University and to report suspected violations of the Standards or any other apparent irregularity to his or her supervisor, Internal Audit, the

University Compliance and Ethics Office, the Ethics and Safety Hotline or the Office of General Counsel, and to report any suspected violations of law directly to the relevant law enforcement authorities.