

ST. THOMAS UNIVERSITY
UNIVERSITY CODE OF ETHICS POLICY

I. Purpose

St. Thomas University is an Archdiocesan Catholic University, committed to the highest standards of academic excellence and Catholic values. Members of the St. Thomas University (*hereinafter STU or St. Thomas*) community – faculty, staff, students, administrators, members of the Board of Trustees, members of the University's advisory boards, and volunteers – are responsible for maintaining the standards of the institution and of the various communities in which they live. We value integrity, honest, and fairness, and strive to integrate these values into our daily practices.

We commit ourselves to the highest standards of ethical conduct. We act with integrity; we treat others with respect and dignity; we carefully steward the University's resources; we avoid conflicts of interest or commitment; we maintain confidentiality; and we comply with legal and professional obligations. We are individually accountable for our own actions, and we are collectively accountable for upholding these standards of behavior and complying with all applicable laws, policies, standards, and regulations. While human, and therefore fallible, we constantly strive to meet our ethical expectations. Moreover, the STU community is composed of many distinct constituents, we understand that beyond the general ethical principles outlined in this policy, we may be subject to additional rules of conduct specific to our respective roles within the community.

II. Scope/Applicability

This policy of the Code of Ethics is to set forth the ethical expectations for all members within the St. Thomas community. Other University policies provide specific rules and regulation that govern the conduct of University community members and the Code of Ethics does not modify the application or enforcement of those policies in any way.

III. Integrity

St. Thomas University values our relationships with all whom we encounter, holding the dignity of the human person, uniquely made in the image and likeness of God, as sacred. The University seeks individuals that uphold our values. STU's commitment to integrity demands more than mere satisfaction of legal and ethical obligations, although we comply with the law and conform to the highest standards of ethical conduct. Our commitment to integrity means that we actively discern what is right from what is wrong; that what we do flows directly from who we are; that we seek consistency between our inner self and our outward conduct. STU values people; we speak the truth; we have the courage of our convictions; and we keep our commitments. We do not condone any form of dishonesty-such as fraud, theft, cheating, or plagiarism-as described in the student and employee handbooks.

IV. Compliance with Laws

St. Thomas University will transact its business in compliance with laws of the jurisdiction with which it does business. Members of the STU community will familiarize themselves with any legal obligation arising out of the work done for St. Thomas, including but limited to the obligations to comply with applicable recordkeeping requirements and not to retaliate against anyone who reports a suspected violation of the law.

All questions and concerns about the legality or propriety of any action, or failure to take action by, or on behalf of the University, should be referred to either the member's supervisor or to the Office of Administrative Affairs.

V. Compliance with Contractual and Grant Obligations

Every member of the University is expected to maintain access to and to comply strictly with the terms and conditions of each University grant and contract on which he or she is working. All questions or concerns about whether a particular term or condition violates the law or whether the grantor or contractor has breached its obligations to the University should be referred to the Office of Administrative Affairs.

VI. University Resources

We are good stewards of the University resources entrusted to us and we prepare accurate and clear reports about those resources. University resources are reserved for business purposes on behalf of St. Thomas. We exercise reasonable judgment in the use of STU's resources, acting with care and prudence. We do not use University resources for personal gain.

In reporting on the use STU's resources, we do not hide, conceal, or mislead; and we promptly report such misconduct when it is discovered.

VII. Support of University Goals and Avoidance of Conflicts of Interest

STU is dedicated to teaching, service and research that supports the University's goals and mission. Every member of the University community is expected to faithfully carry out his or her professional duties in furtherance of the University's mission and goals. Every member of the STU community has a duty to avoid conflicts between his or her personal interests and official responsibilities. Employees are expected to devote their best efforts to the interests of the University and should avoid any situation that involves, or may involve, a conflict between their personal interest and the interest of the University. St. Thomas University's community members shall not hold any employment or hold any contractual relationship with any business entity that will create a continuing or frequently recurring conflict between their private interests and the performance of their duties as employees of the University or that would impede the full and faithful discharge of their duties as employees of the University.

VIII. Protection of Confidential Information

STU personnel may have access to confidential, proprietary, and/or private information. Those with access to this information may not make any unauthorized use or disclosures of the information, either during or after employment.

IX. Ethical Practice Standards

The University offers many opportunities to renew and feed the community's spiritual and intellectual life. It is committed to helping each student and employee successfully learn and adopt professional dispositions and ethical practices as they continue advance professionally, academically, and socially.

A. Commitment to Collaboration

Members of the STU community must work together with their professional and academic colleagues, as well with the community to achieve the University's common goals and solve societal problems. Collaboration is founded upon the intentional seeking out of opinions, expertise, and knowledge of others, consideration of all points of view, and a willingness to compromise to reach our common goals.

B. Continuous Professional Learning

To meet high standards of instruction and service, and to assist those served to achieve their full potential, STU professionals must strive to increase their own knowledge and skills. They must continuously improve their own practice through self-assessment, progress monitoring and

consultation, and collaboration with colleagues. They must remain current with technology, theory, and practice within in their fields of practice.

C. *Reflective Thinking*

STU community members must engage in active analysis of information and data acquired through inquiry and practice. Everyone are encouraged to critically examine the personal and social contexts in which they practice.

D. *Respect for Diversity*

All individuals must be treated equitably and fairly. Interactions with colleagues, families, and community reflect sensitivity to diverse values, norms, and points of view. STU engages in practices that promote opportunities for learning and development among the diverse array of the community in which we serve.

E. *Ethical Responsibility*

Members of the STU community are guided by a commitment to adhere to professional codes of behavior. Everyone must hold themselves to high standards of conducts in their interactions with students, colleagues, families, and the community.

X. *Antitrust Considerations*

St. Thomas University strives to be a place which brings to its task the inspiration and light of the Christian message...a place of research, where scholars scrutinize reality with the methods proper to each academic discipline, and so contribute to the treasury of human knowledge. As a Catholic University, we take seriously the God-given gift of the intellectual life.

Like other economic enterprises, colleges and universities are subject to federal and state antitrust laws, which are aimed at protecting competition. For this reason, members of the STU community are required to notify University's Office of Administrative Affairs before entering any agreement or exchange of information with other institutions of higher education that adversely affect the economic competition between institutions.

STU personnel must never enter into agreements with other colleges or universities regarding future tuition, fees, financial aid, or salary levels. Additionally, it is ordinarily inadvisable for University personnel to disclose or exchange future plans or projections concerning these subjects with other institutions. STU personnel who have affiliations with other colleges and universities (i.e., board of trustees) should not disclose St. Thomas University's non-public business information to other institutions, or vice versa.

XI. *Authority to Contract*

All transactions must be authorized by the University President or Vice President of Administrative Affairs/Chief Financial Officer.

XII. *Reporting Suspected Violation of the Code*

Reports about violations of the Code should be made with a spirit of fairness, honesty, and respect for the rights of others. The University encourages the use of informal processes when appropriate to resolve questions or concerns about violations of the Code.

Violations of the Code should be reported in accordance with the process provided under the applicable University policy. Under certain circumstances, reports of violations may be made anonymously by contacting the Ethics Hotline at (877) 369-7432.

For violations or concerns that do not fall under an existing University policy or that do not have an established reporting process, the following guidelines should be followed:

Faculty Members: Faculty members should report violations or concerns to their division or department chair or to their dean.

Staff Members: Staff members should report violations or concerns to their immediate supervisor. If it is not appropriate to report the violation to one's immediate supervisor for any reason, the staff member should report the violation to the supervisor's superior.

Students: Students should report violations or concerns to the office of the dean of their school. Student employees should report violations or concerns related to their employment to their immediate supervisor. If it is not appropriate to report the violation to one's supervisor for any reason, the student employee should report the violation to the supervisor's superior.

Members of the Board of Trustees and Advisory Boards: Board members should report violations or concerns to the chair or to the University liaison of their respective board.

Volunteers: University volunteers should report violations or concerns to the University employee who coordinates their volunteer activity with the University.

XIII. State Code, Reference

Florida Education Standards Commission. 2013. *Code of Ethics and Principles of Professional Conduct for the Education Profession in Florida*. Retrieved from: <http://www.fldoe.org/teaching/professional-practices/code-of-ethics-principles-of-professio.stml>

XIV. Sunset Review

This policy shall be reviewed in five (5) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time as necessary to reflect substantial organizational, physical, or academic change(s) at STU or any change required by law.

Responsible Authority: *Office of Administrative Affairs, Risk Management and Compliance*