

# Statement of Ethical Conduct

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Mount St. Joseph University is a Catholic academic community grounded in the spiritual values and vision of its founders, the Sisters of Charity. The University educates its students through interdisciplinary liberal arts and professional curricula emphasizing values, integrity and social responsibility.

Members of the Mount community embrace:

- excellence in academic endeavors;
- the integration of life and learning;
- respect and concern for all persons;
- diversity of cultures and beliefs;
- service to others.

The mission of Mount St. Joseph University, an institution Catholic in tradition, emphasizes values, integrity and social responsibility. This distinct focus reflects the University's Catholic roots, Sisters of Charity heritage, and a commitment to a culture of ethical conduct.

As an academic community, the University as a whole and individual or groups of faculty, administrators and students bear mutual responsibility for extending to one another the trust and respect that foster an environment of inquiry and academic freedom. Mount St. Joseph University endorses and supports the principles of academic freedom and of professional ethics primarily based upon those recommended by the American Association of University Professors.

Trustees, corporate and administrative officers, faculty, staff, and other representatives of Mount St. Joseph University serve the public trust and are required to fulfill their responsibilities with care and loyalty. All decisions and actions made by the board, its executive committee, the administration, and others who serve in a fiduciary capacity, are to be made for the sole purpose of advancing the best interests of the institution and the public good. The integrity of Mount St. Joseph University must be protected at all times, and the fiduciary relationship of trustees, corporate and administrative officers, faculty, staff, and other representatives to Mount St. Joseph University must be respected in both actuality and appearance.

In an academic community placing a premium on intellectual and moral integrity, students, staff and faculty will take equal responsibility for bringing to light any incidents that violate the shared trust. Students, staff, and faculty will avoid allowing or actively participating in acts that violate the community trust.

Members of Mount St. Joseph University community will, at all times, conduct activities in accordance with the highest professional and community ethical standards, examples of which include, but are not limited to:

## ***Employee Handbook***

- Obeying the laws, regulations, and policies applicable to University activities
- Adherence to applicable professional codes of ethics and/or conduct guidelines related to the performance of professional duties at the University
- Striving to be accurate, exercising appropriate judgment, and showing respect for the opinions of others
- Fostering honesty in academic conduct
- Respecting and defending the free inquiry of associates
- Showing due respect for the opinions of others in the exchange of criticism and ideas
- Acknowledging or crediting academic sources
- Avoiding both conflicts of interest and the appearance of such conflicts
- Protecting and preserving University resources and ensuring their proper use
- Demonstrating concern for health and safety and respecting the environment
- Safeguarding confidential information
- Conducting business practices with honesty and integrity including making procurement decisions impartially and objectively
- Maintaining effective internal controls and preserving accurate records to safeguard the regularity and integrity of our activities
- Treating other people with dignity and respect, ensuring there is no discrimination or harassment at Mount St. Joseph University
- Reporting through appropriate administrative channels any illegal or unprofessional behavior contrary to the Mission of Mount St. Joseph University that comes to our attention so the University can investigate and take corrective steps, if necessary.

These are our University's fundamental values and principles. Adherence to federal, state, and local laws and regulations as well as to the University's policies and procedures are required minimum standards for ethical conduct. However, our commitment to ethical behavior extends beyond compliance with the law and policies to include respect and concern for all people, service to others, and an adherence to the values reflected in Mount St. Joseph University Mission Statement.

Alleged violations of this Statement of Ethical Conduct will be reviewed and addressed through normal supervisory channels for both faculty and staff. Disputes involving the outcome of the review may be addressed through the Mediation and Resolution of Disputes and Appeal Process unless the violation is specifically excluded from consideration through the mediation process.