

This is the working group charge; the draft code of conduct begins page 2.

Code of Conduct Working Group

Working Group Charge:

Wright State University is a diverse community comprised of individuals with a wide variety of roles and perspectives ranging from students, staff, faculty, administrators, and other employees to members of the University's Board of Trustees. It is expected that all members of our community demonstrate integrity and respect in their daily activities and in the performance of their varied responsibilities. This working group is charged to develop a comprehensive code of conduct that fosters actions and behaviors that are consistent with strict ethical guidelines. Adherence to this code should ensure that members of the University community conduct themselves in a manner that instills public confidence in the integrity of Wright State University, its processes, and its accomplishments.

Group Tasks:

1. Review and evaluate current policies governing conduct at Wright State University.
2. Identify the key issues and challenges that affect conduct at Wright State University.
3. Develop a Code of Conduct Policy for individuals employed or affiliated with Wright State University.

Timeframe:

May 2019-June 2019

Reports To:

Provost

Committee Members:

- Sharon Farra RN PhD, Faculty (Co-Chair)
- Kelli Tittle J. D., Director of Compliance (Co-Chair)
- Lindsey Miller J.D. Director of Equity and Inclusion (USAC)
- Sherri Maxwell-Nickel, Human Resources
- CSAC Carly Ann Porter and April Haley
- Travis Doom, Faculty Representative (AAUP)

Code of Conduct

Policy Number 1200 **awaiting feedback if this is policy or part of hand book.**

Date Created/Revised 8/21/2019 Final working group draft

Executive Responsibility: **President**

Functional Responsibility: **The Office of University Compliance**

.1 Introduction

Wright State University is strongly committed to creating a culture of ethical conduct, integrity, and compliance with all applicable federal, state, and local regulations, laws, and University policies. As members of the Wright State University community, all faculty, staff, students, members of the Board of Trustees, University officers and affiliates play an important role in keeping this commitment by demonstrating integrity and respect in their daily activities and in the performance of their responsibilities.

Wright State University must carry out its mission in accordance with the strictest ethical guidelines when teaching, conducting research, and providing service and within business practice.

Wright State University strives for ethical conduct, integrity, and freedom of inquiry and expression to be culturally ingrained in every stakeholder and for best practices, collaboration, and transparency, and compliance to permeate decision-making at every level of the University.

.2 Scope

The Code applies to the Wright State University community, including:

- University Faculty, Staff, and Administration;
- Individuals who are employed/representing Wright State University including affiliated entities;
- When required by contract, consultants, vendors, and contractors when they are doing business with the University; and
- Volunteers and other representatives speaking or acting on behalf of the University and who assert an association with the University (such as University Trustees).

.3 Purpose

This Code of Conduct establishes a statement of principles to provide all members of the University community guidance on how to conduct themselves in an ethical and responsible manner; however, it is not intended to address every situation. The Code is divided into five topical categories: Respect for Governance, Respect for Others, Respect for Safety, Respect for Information, and Respect for University Resources.

The Code of Conduct does not replace, limit, or otherwise alter any existing policies. Instead, its purpose is to make each individual aware of the general scope of ethics, compliance, and accountability expected from him or her as a member of the Wright State University community.

The Code does not supersede discipline-specific professional codes of conduct.

.4 Respect for Governance

Respect for governance is the expectation that members of the Wright State University community will be aware of and act in compliance with the relevant University policies, standards, laws and regulations, and contractual obligations that govern or relate to our role in the University community. We are each individually accountable for our own actions and, as members of the University community, are collectively accountable for upholding these standards of behavior and for compliance with all applicable laws and policies.

University Policies

Wright State University faculty, staff and students, as well as other persons who visit or have contact with the University, are expected to comply with federal and state laws, applicable regulations, current collective bargaining agreements, and University Policies.

Ohio Ethics Law

It is the policy of Wright State University to carry out its mission in accordance with the strictest ethical guidelines and to ensure that University officials and employees conduct themselves in a way that promotes public confidence in the integrity of Wright State University, its processes, and its accomplishments. Therefore, University officials and employees must follow Ohio's ethics laws, as well as interpretations and guidance provided by the Ohio Ethics Commission.

Contractual Obligations

The acceptance of an agreement, including sponsored project funding, may create a legal obligation on the part of Wright State University to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by an appropriate University official can enter into agreements on behalf of the University.

.5 Respect for Others

Wright State University values people, including their success and diversity, as well as the establishment of collegial, professional, and ethical relationships. An integral piece of Wright State University's vision statement is to be known and admired for our inclusive culture that respects the unique value of each of our students, faculty, staff, and alumni.

Accordingly, members of the University community are expected to be committed to creating a positive learning and working environment that promotes academic freedom, diversity, fair treatment, and respect for others. Regardless of the role someone plays at the University or the level he or she has in an organizational hierarchy, each person is expected to treat others in an honest and respectful manner.

Discrimination/Harassment/Equal Opportunity

Respect, tolerance, and goodwill are the keystones to enjoying the diversity of our world. Wright State University is committed to achieving an intellectual, cultural, and social environment on campus in which all are free to make their contribution. Wright State University affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and

respectful--an environment which supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort.

Therefore, Wright State University promotes the acceptance and appreciation of every individual, provides equal opportunities, and prohibits discrimination on the basis of race, color, religion, age, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information in employment, admission, treatment, or access to its programs or activities.

Wright State University adheres to all applicable state and federal equal opportunity/affirmative action statutes and regulations. To view the university's Notice on Non-Discrimination and its accompanying procedures, please see University Non-Discrimination Statement, University Policy 1235.1 and Discrimination and Harassment Based on Protected Class, University Policy 8001.1.

Gender-based Harassment and Violence

Wright State University is committed to maintaining a safe and healthy educational and work environment in which no member of the university community is, on the basis of actual or perceived gender, gender identity, gender expression and or sexual orientation, excluded from participation in, denied the benefits of, or subjected to discrimination in any university program or activity. Wright State University does not discriminate on the basis of sex or gender in its education programs and activities.

Gender-based harassment and violence, including sexual violence, are forms of sex discrimination in that they deny or limit an individual's ability to participate in or benefit from university programs or activities. The university prohibits gender-based harassment and violence under any circumstances. For more information related to Gender Based Harassment and Violence, please see the Gender Based Harassment and Violence Policy, University Policy 8065.

Bullying in the Workplace

Wright State University is committed to promoting and maintaining a healthy working, learning, and social environment, in which the rights and dignity of all members of the WSU community are respected. Workplace bullying is a form of psychological violence that can result in lower workplace morale, greater employee absenteeism and turnover, as well as higher stress and its related health issues. The university prohibits behaviors that rise to the level of bullying. For more information on Ohio's definition of harassment, intimidation, and bullying, please see <http://www.stopbullying.gov/laws/ohio>.

Violence in the Workplace

Wright State University is committed to providing employees and students with an environment that is safe, secure, and free of threats, intimidation, and violence. The University defines workplace violence as any act that results in threatened or actual harm to a person or property. To promote an atmosphere that encourages learning and productive employment, quick responsive action will be taken if violence or the threat of violence arises. For more information, please see Violence in the Workplace, University Policy 8060.

Nepotism

Relationship by family or marriage will not be an advantage or a deterrent to employment by the University so long as the individual meets and fulfills the appropriate University employment standards. Normally, no individual will be assigned to a department or unit under the direct supervision of a relative who has or may have direct effect on the individual's progress or performance. For more information, please see Nepotism, University Policy 8010.

.6 Respect for Safety

Members of the Wright State University community have a shared responsibility to ensure that faculty, staff, students, and visitors are provided an environment to work, study, visit, and conduct research that will be conducive to their health, safety, and well-being.

Emergency Management

Wright State University has a responsibility to train and members of the Wright State community have a responsibility to prepare for how to respond in an emergency. Wright State University Emergency Action Plans serve as guides for dealing with emergency situations. Please see (<https://www.wright.edu/police/emergency-preparedness/dayton-campus-emergency-action-plan/introduction>) for brief overviews for the preparation and response to many emergency situations. Please see Emergency Management University Policy 13210.

Environmental Health and Safety

Members of the University community are expected to be knowledgeable of their responsibilities as they relate to workplace safety and environmental protection and comply with all applicable environmental health and safety laws and regulations. Please see Environmental Health and Safety, University Policy 13301.

.7 Respect for Information

Members of the University community, by the nature of their positions and responsibilities, often have access to information that is confidential, sensitive, and/or personal. That information can involve sensitive matters, livelihoods, professional reputations and, of course, the reputation of the University itself. Individuals are expected to manage their access to information responsibly and in a manner that respects all of these things, as well as complies with applicable University policy, laws, and regulations.

Public Records

It is the policy of Wright State University to strictly adhere to the state's Public Records Act. Because documents in electronic mail format are considered records when their content relates to the business of the office, e-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules. Please see Public Records University Policy 12210

Records Management and Retention

Wright State University has adopted a records retention program consistent with the retention periods developed by the Inter-University Council of Ohio (IUC). The University's records management program provides assistance and guidance for University offices in the proper management of their paper and electronic files, including developing records retention schedules for

each campus office. The program also provides information on state and federal record keeping requirements. Please see Records Management and Retention, University Policy Number 12220.

Privacy & Information Security

The University prohibits the unauthorized use, access to, tampering with, alteration of, intentional destruction of, or loss of Wright State University information assets. All members of the University have a responsibility to protect the confidentiality, integrity and availability of sensitive data as well as any Information Systems that store, process or transmit this data. Each member of the University community complies with all applicable laws, agreements with third parties, and University policies pertaining to the use, protection and disclosure of such information. Please see IT Security Policy University Policy 11300; Responsible Use of University Computing Resources, University Policy 11210.

Wright State University is responsible for collecting, storing, and distributing information about students, faculty, staff, alumni, donors, research subjects, business partners, and others. Although Wright State University is a public institution subject to state public records laws, some of this information is confidential, proprietary, or federally legislated as private; therefore, it is exempt from disclosure and may be protected in accordance with applicable regulations. Examples include the Family Education Rights and Privacy Act (FERPA) of 1974 (for student records), the Gramm-Leach-Bliley Act (GLBA) of 1999 (for personal financial information), the Health Insurance Portability and Accountability Act (HIPAA) of 1996 (for personally identifiable health information), and the Payment Card Industry Data Security Standards (PCI DSS). Please see Student Privacy and Release of Educational Records - FERPA, Policy Number 3010.

Academic Freedom and Professional Responsibilities

As members of the University community, we affirm the importance of academic integrity in all endeavors. We will be honest, fair, trustworthy, and respectful to promote an environment distinguished by the highest standards of academic honesty.

Faculty members will uphold the best scholarly and ethical standards of their discipline. They will demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Faculty members will make every reasonable effort to foster honest academic conduct and ensure that their evaluations of students reflect each student's true merit. They will avoid any exploitation, harassment or discriminatory treatment of students. Moreover, faculty members will not discriminate against or harass colleagues. In the exchange of criticism and ideas, faculty will demonstrate due respect for others (even when disagreeing with or criticizing others' opinions). Please see Academic Freedom and Professional Responsibilities, University Policy 1220.

Research Conflict of Interest and Financial Disclosure Policy

In order to promote objectivity in research, the University has established standards that provide a reasonable expectation that the design, conduct, and reporting of research will be free from bias resulting from financial conflicts of interest. The research conflict of interest and financial disclosure requirements are not intended to eliminate or prohibit all situations involving potential conflicts of interest. Rather, they are intended to enable investigators to recognize situations that may pose a financial conflict of interest, to provide a process for disclosing these situations to the University, and to work with the University to manage these situations. Please see Research Conflict of Interest and Financial Disclosure University Policy 6110

Research Misconduct

It is the policy of Wright State University that research will be conducted with integrity and in accordance with the highest ethical standards, applicable laws, regulations, and University policies. Members of the Wright State University community who are involved in conducting research are expected to become familiar with these laws, regulations, and University policies and to consult with the Office of Research Compliance regarding questions or concerns. Please see Research Misconduct: Administrative Procedures for Allegations of Research Misconduct, University Policy 6120.

Intellectual Property

Wright State University believes that respect for intellectual labor and creativity is vital to academic discourse and enterprise and that, where possible, it should make results from scholarly pursuits available to industry and the public on a reasonable and effective basis, while at the same time providing adequate recognition to scholars. All University employees and non-employees who are aided by a significant use of University resources (covered individuals) are expected to protect the rights of individual and University intellectual property. No member of the University community should take credit for another's intellectual property. Please see Intellectual Property, University Policy 6230.

.8 Respect for University Resources

Wright State University is dedicated to responsible stewardship. It is important, as members of the University community, to act in good faith, responsibly, and with due care and diligence in the use and control of all University assets and resources entrusted to us. Such resources may not be used for personal gain and may not be used for personal use except in a manner that is incidental and reasonable in light of the employee's duties. All funds received must be used prudently, ethically and for their designated purposes. All financial transactions must be accurately documented according to current university standards and are subject to appropriate review by the Wright State University Department of University Audit and Consulting Services in order to test for compliance.

University resources include, but are not limited to, the use of University systems and the Wright State University domain for electronic communication forums; the use of University equipment (e.g., computers and University vehicles); university funds and related procurement tools, such as purchasing cards and petty cash; and the time and effort of faculty, staff, students, and others.

Responsible Use of University Computing Resources

Wright State University provides computers, computing systems, and networks for faculty, staff, and other users to fulfill the University's mission. Users are responsible for the security of their computer resources and for activity that generates from their accounts. Personal use of university computing resources is permitted when such use does not: result in personal commercial, financial, or other gain; consume a significant amount of computing resources; or interfere with the performance of the user's job or other university responsibilities. (Further limits may be imposed upon personal use in accordance with normal departmental procedures.) See Policy 11210: Responsible Use of University Computing Resources

Financial Reporting/Records Accuracy

All University accounts, financial reports, tax returns, expense reimbursements, time sheets and other documents, including those submitted to government agencies must be accurate, clear and complete.

All University records, whether they concern individual employees, the business dealings of the University, student records or research endeavors, must be accurate, clear and complete.

Please see:

- Policy Series 9000: Business and Finance
- Policy 12210: Public Records Policy
- Policy 12220: Records Management and Retention
- Policy 1210: Ethics Policy
- <http://www.wright.edu/university-audit-and-consulting-services>

.9 Violations

Members of the University community are expected to familiarize themselves with this Code and to abide by it. The University expects full cooperation in the investigation of any alleged misconduct. Confirmed violations may result in appropriate disciplinary action up to and including termination from employment or other relationships with Wright State University consistent with University policy. In some circumstances, civil and criminal charges and monetary penalties may apply.

Reporting Suspected Violations

Wright State University is committed to an environment where open, honest communications are the expectation, not the exception. Each member of the Wright State University community is responsible for ensuring that we operate in compliance with relevant laws, rules and regulations, as well as with ethics and integrity. This includes asking questions if you are not sure what to do and raising concerns if you see something you do not think is right. Identifying a problem early can prevent a small problem from becoming big. It is also about doing the right thing.

The University encourages normal organizational channels, via a supervisor, be used for reporting concerns in instances where you believe violations of policies or standards have occurred, as a first step whenever possible. However, it may not always be appropriate to report suspected violations to an immediate supervisor (e.g., the supervisor is involved in the suspected violation). Sometimes, because of the subject matter, concerns may be raised through a specialized functional office (such as the Office of Equity and Inclusion for harassment or discrimination matters). Compliance issues also can be reported directly to the Office of University Compliance or Office of General Counsel. Additionally, reports can be made using the University's anonymous reporting hotline or to the University Ombuds.

Confidentiality and Non-Retaliation

Reports may be made confidentially and anonymously. However if you choose to remain anonymous it may limit the University's ability to investigate. When reporting anonymously, please provide as much detail as possible.

Raising concerns and questions is a service to the University and does not jeopardize one's position or employment. The University prohibits retaliation against individuals who report or seek guidance on possible ethical or compliance issues in good faith.

.10 Questions

Members of the University community should direct specific ethical or compliance questions to their supervisor, the Office of General Counsel, the Office of University Compliance, or the University's anonymous reporting hotline.