



Code of Employee Ethics and Conduct Policy

Howard Payne University is strongly committed to maintaining the highest level of standards and Christian values in conducting all aspects of its academic programs and business operations, while providing a quality education for its students. As such, the university values the contributions of all employees and expects each to adhere to the highest level of integrity by not participating in dishonest, unethical or illegal activities while conducting university business or representing the university either on-campus or off-campus. This policy applies to all university employees, including all full-time or part-time faculty, support and administrative staff, officers and adjunct faculty members.

While employees will no doubt routinely face ethical dilemmas and decisions in the scope of their employment, each employee is personally responsible for his or her actions. The attached page lists several areas of unethical conduct that should be strictly avoided. While this is not an all-inclusive list, the university has a no-tolerance philosophy for dishonest, unethical or illegal acts and will enforce this policy. It is mandatory that all employees assume responsibility to familiarize themselves completely with this policy and be able to recognize a proposal or personal act that would constitute a violation. Employees are encouraged to seek guidance in making ethical decisions and choices and are free to direct questions regarding interpretation of this policy to an officer of the university. Violations can result in disciplinary action, including termination of employment and criminal prosecution.

In an effort to deter and prevent dishonest, unethical or illegal activities, the university encourages employees to immediately report any suspected activity to any one of the following offices: President, Vice Presidents or Human Resources.

Employee receipt of policy:

I hereby acknowledge that I have received a copy of this Code of Employee Ethics and Conduct Policy and agree to abide by it:

Signed: _____ Date: _____
(Employee signature)

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Examples of acts that violate this policy include, but are not limited to:

- 1) Consuming, storing, possessing or being under the influence of alcoholic beverages or illicit drugs on campus
- 2) Storing, possessing or using firearms or weapons on campus
- 3) Conducting or participating in any illegal activities, including gambling or betting
- 4) Utilizing university computers for obtaining or sharing pornographic or inappropriate materials or conducting inappropriate activities
- 5) Violating the university's Computer Use Policy or misusing the campus email system or other computer resources
- 6) Removing and/or not returning university assets, supplies, property or resources from the campus premises without express administrative permission
- 7) Selling or disposing of university assets, supplies, property or resources without following university policy
- 8) Consuming university supplies, services or resources for personal usage or non-university activities
- 9) Charging personal long-distance calls to the university without reimbursing the university monthly when phone bills are delivered
- 10) Misusing the campus post office by regularly processing personal incoming and outgoing mail
- 11) Charging personal items to a university credit card or vendor account
- 12) Receiving personal gain by charging university purchases to a personal credit card to earn vendor award points, rebates or discounts
- 13) Failing to remit revenues, fees, reimbursements, gifts, contributions or funds belonging to the university or student organizations in the employee's possession to the Business Office for timely deposit
- 14) Failing to safely secure revenues, fees, gifts, contributions or funds belonging to the university or student organization that are temporarily in the employee's custody
- 15) Soliciting funds or contributions on behalf of the university without obtaining prior approval from the university's Advancement Office
- 16) Accepting bribes, kickbacks or gratuities
- 17) Falsifying an employee timesheet or other payroll documents
- 18) Misusing the university's paid leave benefits
- 19) Failing to be productive during the workday
- 20) Failing to report suspicious or illegal activity to his/her supervisor or HPU Security
- 21) Falsifying university records, documents, purchases or expense reports
- 22) Knowingly submitting inaccurate invoices for payment
- 23) Purchasing goods or services or committing funds from the university's budget without prior written approval

- 24) Failing to follow university policies and procedures
- 25) Violating board adopted policies
- 26) Engaging in destructive or disruptive behavior that intentionally undermines achievement of university goals and objectives
- 27) Releasing, sharing or selling confidential or proprietary information
- 28) Displaying inappropriate, unprofessional behavior
- 29) Violating the university's Conflict of Interest Policy
- 30) Purchasing items from or for related parties, including family and friends, with university funds
- 31) Utilizing the campus computer systems or network for personal gain or business endeavors unrelated to the university
- 32) Soliciting political contributions on campus or publicly endorsing a candidate during working hours or in a manner that makes it appear the endorsement is on behalf of the university
- 33) Reporting fraudulent workers compensation claims
- 34) Hiring friends, relatives or acquaintances without regard to qualifications
- 35) Violating copyright laws, pertaining to printed materials, software and music
- 36) Trespassing or breaking into controlled areas without permission
- 37) Accessing restricted computer files without permission
- 38) Failing to properly secure university assets that are under the employee's care and control
- 39) Duplicating, trading, and/or not returning keys that access university facilities or vehicles