



### **CODE OF PERSONAL CONDUCT & CODE OF ETHICS**

Employees of the University of Saint Joseph, including The Gengras Center and The School for Young Children, are members of an educational community founded on a spirit of self-respect and the respect for others and the differences they embody. It is our educational mission that distinguishes the University of Saint Joseph from other communities in our society. To ensure the fulfillment of the mission, all members of this community should be aware of their individual responsibilities.

Standards have evolved over the course of the University's history that represent the responsibilities individual members of the University of Saint Joseph community have for respecting the rights of others. These standards provide the basis for the University's Code of Personal Conduct. They are:

1. To uphold a high level of honesty and integrity.
2. To respect the property and authority of others.
3. To conduct all business in a manner consistent with the mission of the College.

The University requires that all employees behave and practice in accordance with the institution's values, ethical principles and professional standards. The Code of Ethics, along with the Code of Conduct, sets forth our goals of promoting an ethical and professional workplace.

#### **Ethical Principles**

- Students are entitled to culturally competent services, regardless of their race, ancestry, color, age, gender, religion, marital or civil union status, sexual orientation, disability, national origin, or mental disorder or other protected class.
- Employees should respect the inherent dignity and worth of all persons coming to the College and treat them with proper respect and courtesy.
- Students' right to express differences and dissatisfaction with service, including right to file grievances, should be protected.
- Students have the right to certain information in their records.
- Students have the right to refuse to participate as subjects in any research or clinical studies.
- Employees should adhere to laws and regulations regarding confidentiality and actively protect students' rights to privacy and confidentiality.
- Professional responsibilities should be given priority over personal interests in all interactions with students. Employees are required to excuse themselves of any work or decisions that present or have the potential to present conflict of interest.
- Professional activity should aim at improving students' well being and the attainment of their educational goals.
- Professionals must not engage in any physical contact or verbal interaction that could be physically or emotionally injurious, disrespectful or harmful to students.
- Students' freedom of choice needs to be protected when making requests for participation in marketing or testimonial about the services.
- Professionals are required to be familiar with their respective professions' Code of Ethics and use it to guide their professional interactions.