

1.24 *Lincoln University Code of Conduct, Ethics, and Civility in the Workplace*

This code establishes the University's expectation of integrity and ethical and professional conduct that creates and maintains a positive work and learning environment built on mutual respect by the following members of the University community: members of the Board of Curators; executive officers, faculty, staff, and other individuals employed by the University and using University resources or facilities; consultants, vendors and contractors when they are doing business with the University; and volunteers and representatives acting as agents of the University. The code is not an attempt to define specifically what one should and should not do, but to communicate that the University affirms that conduct consistent with accepted standards is an integral part of its mission.

Consequently, each University community member must transact University business in compliance with all federal and state laws and in accordance with the University policies and regulations established by the Board of Curators. Executive officers, managers and supervisors are responsible for knowing the laws and regulations that are relative to their positions and responsibilities and for systematically teaching and monitoring compliance in their areas. Examples include but are not limited to human resources and employment regulations, conflict of interest policies, confidentiality, security and integrity of University documents and records, computer use and security policies, procurement guidelines, sound business practices, environmental health and safety regulations, and ethical stewardship of the University's property and resources. Located appropriately throughout the Rules and Regulations, these standards of conduct, supported through policies, procedures and workplace rules, provide guidance for making decisions and exemplify the University's commitment to responsible and ethical behavior.

While disagreements can occur between members of the University community, open communication, mutual respect for diverse opinions, freedom of expression, and a climate of civility are essential principles that the University embraces. All University community members should act with integrity, personal accountability, support an inclusive culture, and follow established guidelines for civility and professionalism on the University's campus and where any such person acts on behalf of the University.

All University employees are expected to conduct themselves in a professional manner that promotes a safe, healthy, inclusive, and productive work environment. Employees are expected to exhibit a high degree of personal integrity, civility, and professionalism at all times while on the job. This expectation applies to all interactions with coworkers, supervisors, subordinates, customers, vendors, contractors, students, and/or visitors. Interactions may be verbal, nonverbal, physical, written, through imagery, electronic or digital means.

All supervisors also are expected to demonstrate leadership in exhibiting and promoting professionalism, civility, and respect. This includes setting clear expectations and managing

the performance of those they supervise in accordance with these standards through regular communication and performance feedback. Supervisors are expected to address professionalism, civility and respect concerns and deficiencies through coaching and/or corrective action as appropriate.

Students are not subject to this code unless they are employed by the University but must comply with the University's Student Code of Conduct as described in Chapter V and as published in the official Student Handbook.

The University is committed to ensuring compliance with its Code of Conduct, Ethics, and Civility in the Workplace policies. Should any employee believe that a violation of the Code of Conduct, Ethics, and Civility in the Workplace has arisen, the employee should file a complaint under the procedures in Chapter VIII.