

CODE OF ETHICS

Approved by the University Council on March 18, 2016

Approved by the Board of Trustees on May 9, 2016

Rationale

As a Maronite Catholic university and a community of faith, Notre Dame University-Louaize (NDU) is committed to high standards of respect and equity in personal conduct and actions.

Policy Statement

NDU expects all trustees, executive officers, faculty, staff, student employees, students, and others (jointly referred to as “University Entities”), to maintain the highest standards of ethical conduct when acting on behalf of the University.

The University’s commitment to adhere to the highest standards of ethical conduct is an integral part of its mission in order to foster:

1. Initiative.
2. Integrity.
3. Excellence.
4. Responsibility.
5. Collegiality.
6. Moral and Physical Self-Discipline.

This level of ethical conduct is expected in an environment of academic, civil, and professional stewardship.

Reason for Policy

The University’s commitment to this ethical conduct upholds the reputation of NDU both on the national and the international level, and encourages compliance with applicable *University Bylaws* and other policies, rules, and regulations.

Related Conduct

In order to implement the *Code of Ethics*, NDU personnel should avoid any behavior that could lead to abuse of power, conflict of commitment, conflict of interest, divulging confidential information, financial irregularity, fraud, kickback, and misconduct.

Executive officers, faculty, staff, student employees, and others should encourage an environment at the University that supports the highest level of integrity as an integral part of the University’s goals of attracting quality students and faculty members.

Ethical Standards

Given the variety and complexity of ethical questions that may arise in the course of carrying out the University’s business, the *Code* can serve only as a general guide. Confronted with ethically ambiguous situations, University Constituents should keep in

mind NDU's commitment to the highest ethical standards and seek advice from appropriate sources so as to ensure that this commitment is honored at all times.

1. Conflicts of Interest

A conflict of interest exists when a University representative's direct or indirect personal interests are inconsistent or interfere with the best interests of the University. The University's *Conflict of Interest Policy* sets forth in detail the standards and procedures to be followed when dealing with situations that may present a conflict of interest.

2. Conflict of Commitment

University Entities owe a duty to the University to advance its legitimate interests whenever possible, and they are prohibited from taking for themselves opportunities that are discovered through the use of University property, information, or position without the prior written consent of NDU. Therefore, no University Entities may use University property, information, or position for improper personal gain, and no employee may directly or indirectly compete with the University.

3. Abuse of Power

The University is an equal opportunity employer committed to maintaining the highest degree of integrity and honesty in a work environment free of any and all forms of hostility and/or harassment. Officers and employees of the University are not allowed to use the authority given to them to advance any personal interest or to harass and intimidate others. University members are required to use any authority given to them by virtue of their positions within the parameters of this *Code* and other applicable University policies, striving, at all times, to advance the best interest of the University, and to protect its reputation.

4. Collegiality and Academic Integrity

The University fosters an atmosphere of high integrity by maintaining an ongoing dedication to honesty and responsibility. Any act of lying, cheating, plagiarism, deliberate misrepresentation, theft, scientific fraud, dishonesty, or ill-use of other human beings is a blatant violation of this *Code* and will not be tolerated. The University recognizes and protects the concept and practice of Academic Freedom as essential to the proper conduct of teaching, research, and scholarship within the University.

5. Confidentiality

The University stresses the necessity to respect the right to privacy and confidentiality in all matters related to administrative and academic work. Confidential information includes, but is not restricted to, all personal and private information, such as: health records, students' records, salaries, financial information, performance evaluations, and University databases. Furthermore, confidential information includes all non-public information that might be of use to competitors or other third parties, or information that could be harmful to the University or its Entities if disclosed. Confidential information also includes information that third parties have entrusted to the University.

If provided with confidential information, University Entities must respect this confidentiality and refrain from using it for personal gain. Unauthorized use of confidential information may be considered as breach of contract. In serious cases, the University reserves the right to initiate legal proceedings. When in doubt as to whether or not information is indeed confidential, no information should be disclosed without first obtaining permission from the party involved. Parents or legal guardians of students over the age of 18 whose children are still financially dependent may have access to academic information in the presence of the concerned student.

At the end of one's contract with the University, employees must return any confidential files in any form which refer to the University's private business, and sign an agreement not to use private University information after the end of the contract.

The obligation to preserve confidential information continues even after employment ends.

Any claim of a breach of confidentiality should be reported to the immediate supervisor.

6. Non-Discrimination

No form of discrimination is tolerated on the basis of gender, race, religion, national or ethnic identity, marital status, disability, sexual orientation, or political affiliation.

Discrimination applies to any inequity regarding all terms and conditions of employment, which include, but are not limited to, recruitment, hiring, training, compensation, benefits, promotions, disciplinary actions, and termination of contract. University publications, whether written or visual, must be free of any discriminatory content.

Any claim of discrimination should be brought before one's immediate supervisor and, if necessary, before the University Appeals Committee.

7. Maintenance of Accurate Accounts and Records

All University accounts and records are to be maintained in an accurate and auditable manner in conformity with accepted and established business and all other relevant and applicable laws.

All University records, such as, but not limited to, reports, vouchers, bills, invoices, payroll information, personnel records, student records, and other essential business records must be prepared with care and honesty. No false or deceptive entries may be made.

Members of the University who improperly convert these records and accounts for their own personal use or for the personal use of others, or who wrongfully discloses such records or accounts will be subject to appropriate administrative and legal sanctions by the University.

Fraud, the act of misrepresentation, dishonesty, trickery, or suppression of truth, shall not be tolerated by the University.

8. Kickbacks/Gratuities

University members are not allowed to solicit gifts or benefits for themselves or others, which might, in any way, compromise or influence them in carrying out their duties.

9. Stewardship

University members are expected and required to be responsible stewards of University resources. Accordingly, they should use said resources in an efficient and conservative manner. University property must not be used for personal purposes unless such a use is approved and is in accordance with University policies. University members are also required not to permit the abuse of University resources or property by others.

Reporting and Resolving Infractions

Members of the University who have information concerning any infraction of the policies in this *Code of Ethics* should report such infraction(s) to their immediate supervisor.

Upon confirming the legitimacy and gravity of the reported infraction, the supervisor shall forward the case to the University officer concerned who shall then follow the set procedures of the administrative hierarchy, reaching the President when deemed necessary. The President, based on need, may form an Ad-hoc Ethics Committee to investigate and report its findings and recommendations within three working weeks.

The University will protect its members who report an infraction from any retaliation. Abuse of any of these policies in the form of false complaints or misrepresentation of facts will not be tolerated and may lead to serious disciplinary measures up to, and including, discharge.