

## **Pine Manor College Code of Ethics for Faculty and Staff**

1. We perform our responsibilities, services and activities ethically, competently, efficiently and honestly, in keeping with College policy and applicable law.
2. We expect that all necessary and proper controls safeguarding resources are in place and observed.
3. While in the service of the College, we conduct ourselves free of personal conflicts or appearances of impropriety. Conflicting interests or influences are promptly disclosed to our superiors and appropriate steps are undertaken to promote the integrity of College business and other transactions.
4. We do not accept anything of value offered in consideration of performing our duties, other than the compensation, benefits and reimbursement of expenses duly authorized by the College or otherwise permitted by law. We do not accept any favor, loan, service, business or professional opportunity from anyone knowing (or when it should be known) that it is offered in order to improperly influence the performance of our duties, or when acceptance may reasonably be perceived as a conflict of interest.
5. College procurements of goods or services are undertaken only by authorized personnel and, when competitive principles apply, decisions are made impartially and objectively in accordance with established policy.
6. We preserve and respect the confidentiality of College records, including student records. We do not externally disclose confidential records or other nonpublic information without appropriate authorization, and any confidential record or information we access as a result of our position or duty is neither exploited for personal benefit nor misused for any unauthorized purpose.
7. We are committed to the principles of federal and state law guaranteeing equal opportunity and nondiscrimination with respect to College services, programs, activities and employment, and we support an environment that respects the rights and opinions of all people. Complaints of discrimination, harassment and retaliation are investigated, and when warranted appropriate corrective action is taken and disciplined in accordance with University policy and applicable law.
8. Our communications on behalf of the College with all persons, including co-employees, clients, customers, students, guests and vendors, are conducted professionally and with civility.
9. We do not condone dishonesty in any form by anyone, including misuse of College funds or property, fraud, theft, cheating, plagiarism or lying. We encourage and expect reporting of any form of dishonesty, and our managers and supervisors to appropriately investigate such reports.
10. We bring to the attention of supervisors and managers, the College auditor, or other responsible College office, any violation of these principles or circumstances reasonably indicating that a violation has occurred or may occur. Such reporting in good faith in order to promote the ethical integrity of operations is expected and encouraged by the College, and retaliation by any employee as a result against the person making such good faith report shall be subject to disciplinary action. We appropriately investigate all such reports and, when warranted by the facts, require corrective action and discipline in accordance with College policy and applicable law.