

# **CHRISTOPHER NEWPORT UNIVERSITY**

## **CODE OF BUSINESS CONDUCT AND ETHICS**

### **Introduction**

Integrity, credibility, ethical leadership and management of the highest order are the principles Christopher Newport University (CNU) has achieved and strives to maintain among all its employees and representatives. This is absolutely essential in order to achieve the mission of Christopher Newport University to provide educational and cultural opportunities that benefit CNU students, the residents of the Commonwealth of Virginia, and the nation. Ethical business conduct calls for all CNU representatives to assume responsibility to adhere to the highest ethical standards. CNU assumes personal responsibility and accountability in complying with all relevant laws and regulations that govern its business activities, standards of fairness, honesty and respect for the rights of others. These standards will govern CNU and its representatives' conduct at all times.

This Code of Business Conduct and Ethics establishes guidelines for professional conduct by those acting on behalf of the University including executive officers, faculty, staff, and other individuals employed by the University using University resources or facilities, and volunteers and representatives acting as agents of the University.

This Code is not intended to define specifically what one should and should not do, but to communicate the University's expectations of proper conduct and to set out the professional conduct and ethics the University values.

### **Conduct**

The University wants to be recognized for civility, camaraderie, and mutual support and a campus where everyone shares a strong sense of community, common purpose, and commitment to the success of its students. Those acting on behalf of the University have a general responsibility to conduct themselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of the University and to take no actions incompatible with their obligations to the University.

With regard to professional conduct, those acting on behalf of the University should practice:

- Integrity by maintaining an ongoing dedication to honesty and responsibility;
- Trustworthiness by acting in a reliable and dependable manner;
- Evenhandedness by treating others with impartiality;
- Respect by treating others with civility and decency;
- Stewardship by exercising custodial responsibility of University property and resources;
- Compliance by following State and Federal laws and regulations and University policies related to their duties and responsibilities;
- Confidentiality by protecting the integrity and security of University information such as student records, employee files, and contract negotiation documents.

## **Ethics**

1. We will perform our public responsibilities, services, and activities while maintaining the highest level of ethical standards and complying with all applicable laws, regulations, and University policies.
2. We will promote the integrity of all University business and transactions by avoiding engagement in actions (directly or indirectly) that are inconsistent with the State and Local Government Conflict of Interests Act or Virginia Public Procurement Act. We will avoid even the appearance of a conflict of interest, since the appearance of influence can be as important as its reality.
3. We are committed to the principles of federal and state laws ensuring affirmative action and equal opportunity, supporting the rights and recognizing the needs of all citizens regardless of gender, race, color, religion, national origin, age, disability, veteran status, sexual orientation, or political affiliation.
4. We will maintain the confidentiality and security of information entrusted to us by the University or its customers, except when disclosure is authorized or legally mandated.
5. We will not accept anything of value offered in consideration of performing our public duties, other than the compensation, benefits, and reimbursement of expenses duly authorized by the University or otherwise permitted by law. We will not accept any favor, loan, service, business or professional opportunity from anyone knowing, or when it should be known, that is offered in order to improperly influence the performance of our public duties, or when acceptance thereof may reasonably be perceived as an impropriety which is in violation of University policy or state law.
6. We will not use University funds, property, equipment, services, or other items of value for or in aid of political parties or candidates for public office.
7. We will not use University funds, property, equipment, services, systems, information, time and effort or our position for personal gain. We will protect the University's assets and resources and ensure their proper use by preventing theft, carelessness and waste and promoting efficient, effective and economical means of accomplishing tasks.
8. We will adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Virginia Freedom of Information Act.
9. We will adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.
10. We will strive for excellence in the performance of our duties, mindful of cost and appropriate authorization.

11. We will nurture a climate of care, concern, and civility towards others.
12. We will not condone any form of dishonesty, fraud, misconduct, violation, or neglect of duty. Discovery of such acts will be appropriately investigated, reported, and any required corrective action and discipline, in accordance with University policies and procedures and state law, will be administered.
13. We will act in fair and good faith when dealing with the community, students, vendors, and others.