

# OAKLAND CITY UNIVERSITY EMPLOYEE CODE OF CONDUCT

Oakland City University recognizes it must earn and maintain a reputation for integrity. In order for this to occur it is imperative all members of the University family comply with laws, regulations and contractual obligations. Even the appearance of misconduct or impropriety can be damaging to the University and all who are associated with it. Many business activities and other conduct of faculty and staff members are not governed by specific laws or regulations. In these instances, each individual is required to conduct University business transactions with the utmost honesty, accuracy and fairness with respect for the rights of others.

As faculty and staff of Oakland City University, it is our obligation and responsibility to perform our duties and conduct our activities with the highest standards in mind and in a manner which fulfills the mission of the University. Expediency should never compromise integrity. Employee conduct and work rules are outlined in more depth in the employee handbooks. However, the standards of conduct can be summarized by stating each individual faculty or staff member must be personally accountable to:

- Become familiar with and comply with relevant [University Policies](#);
- Obey laws and regulations;
- Be [honest, fair, and trustworthy](#) in our activities;
- Promote Christian [ethical](#) and moral values;
- Enhance each person's intellectual, spiritual, and social development;
- Foster an atmosphere in which [equal opportunity](#) is extended to every member of our diverse community;
- Promote community service;
- Create a safe University community;
- Promote transparency to avoid [conflicts of interest](#) between employment and other personal or professional interests;
- Promote [financial](#), academic, and environmental [accountability](#); and
- Create and sustain a culture in which ethical conduct is recognized, respected and promoted.

## **University policies**

University policies are made available to each employee within the appropriate employment handbook: administrative; faculty; and staff. These handbooks compile the university policies as stated in the Board of Trustees Policy Manual into a handbook based on the employment position held at OCU.

### **Honest, fair and trustworthy conduct**

Avoidance of fraudulent activities: Oakland City University employees are expected to avoid any action which may fraudulently influence, coerce, manipulate, or mislead an auditor or accrediting personnel in the performance of their duties for the purpose of rendering the financial, academic, environmental, or other official University statements/documents as materially misleading.

### **Ethical behavior**

Oakland City University is committed to lawful and ethical behavior in all of its activities. As such, it strongly encourages its employees, students, volunteers and other members of the University community ("Individuals") to report illegal, unethical or other improper activities at or in relation to the University and will protect Individuals from retaliation for making any such report in good faith.

Individuals have the right to report, without suffering retaliation, any activity by Oakland City University or an Oakland City University employee that an Individual in good faith reasonably believes: 1) violates any local, state or federal law; 2) violates or amounts to noncompliance with a local, state or federal rule or regulation; or 3) violates fiduciary responsibilities by the University to its constituencies.

In addition, Individuals can refuse to participate in an activity that would result in a violation of state or federal statutes, or a violation or noncompliance with a local, state or federal rule or regulation.

The whistleblower protection laws do not entitle Individuals to violate a confidential privilege of Oakland City University (such as the attorney-client privilege) or improperly disclose strategic plans or trade-secret information.

Employees have the duty to comply with all applicable laws and to assist Oakland City University to ensure legal compliance. An employee or Individual who suspects a problem with legal compliance is required to report the situation(s) to their supervisor, other appropriate member of management, the Compliance Officer, the Board of Trustees or the Employee Protection Hotline. Reports can be made anonymously although anonymity often hinders investigations. Efforts will be made to keep a report of unethical or illegal conduct as confidential as possible, consistent with the need to fully investigate and prevent or correct the action.

Employees and Individuals may also report information regarding possible unlawful activity to an appropriate government or law enforcement agency. No one who makes a protected report will suffer harassment, retaliation or other adverse academic or employment consequences.

Any Individual or employee who believes they have been retaliated against for whistle blowing may file a complaint with Oakland City University's Human Resource department, Compliance Office, or the Board of Trustees.

### **Equal Opportunity**

The University community is diverse. The personal actions of each community member establish and maintain the culture of tolerance and respect for which we strive. The University is committed to free inquiry, free expression, and the vigorous discussion and debate on which the advancement of its educational mission depends. At the same time, trustees, senior officials, faculty, principal investigators, staff, student employees, and others acting on behalf of the University should respect the rights and dignity of others regardless of their differences, and must conscientiously comply with nondiscrimination policies adopted by the University.

### **Conflicts of Interest**

A conflict of interest occurs when there is a divergence between an individual's private interests and his/her professional obligations to the University such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by considerations of personal gain, financial or otherwise. In order to avoid any conflicts of interest, potential or actual, the Employee must disclose to the President, in writing and in advance, any financial interest, or member manager, officer, or board member role in any organization that is or could be associated with the University. In addition, executive officers are expected to provide annual written verification regarding the existence of conflicts of interest to the President with the President's submission provided to the Chairman of the Board of Trustees. The President and Chairman will ensure the appropriate management of each disclosure on its own merits and will document approval, if so given, and any relevant instructions.

### **Financial Assistance / Transactions Accountability**

Conflicts of Interest between University employees and lenders, guarantors or loan service agencies are prohibited.

Revenue sharing arrangements with lenders is prohibited.

Solicitation or acceptance of gifts from a lender, guarantor, or servicer by any employee with responsibilities with respect to education loans is prohibited. A gift does not include standard material, activities or programs related to a loan being provided.

Receipt of any fees, payments or other financial benefits for consulting services by any employees with responsibilities with respect to education loans is prohibited.

The assignment of a first-time borrower's loan to a particular lender is prohibited. Delaying the certification of any loan regardless of the lender or guaranty agency selected by the borrower is prohibited.

Acceptance of any funds to be used for private education loans in exchange for the institution providing concessions to the private lender is prohibited.

Oakland City University does not and will not accept assistance with call center staffing or financial aid staffing from any lender with the exception of any short-term provision of such as may be stated within a disaster recovery plan.

Any employee of Oakland City University with responsibilities with respect to financial assistance (financial aid) who serves on an advisory board or commission of a lender or guarantor may not accept anything of value from the lender or guarantor except reimbursement for the reasonable expenses of serving on the board or commission.

### **Reporting Accountability**

All trustees, senior officials, faculty, staff, student employees, and others acting on behalf of the University are expected to report violations of laws, regulations or University policies to appropriate University officials, e.g., the employee's dean, department chair or other supervisor, senior University administrator, or University Compliance Office. Confidentiality of individuals reporting violations of these standards will be maintained to the extent possible. Whistleblowers

*If an employee suspects something is not right:*

- *Talk to your supervisor, and/or;*
- *Report your concern to the appropriate University administrative office, and/or;*
- *Call the Employee Protection Line, or;*
- *Contact the Compliance Office by mail at 138 N. Lucretia St., Oakland City, IN 47660, by e-mail to [compliance@oak.edu](mailto:compliance@oak.edu), by phone at (812) 749-1435, or by fax at (812) 749-1208.*