CONNECTICUT STATE COLLEGES & UNIVERSITIES
CODE OF CONDUCT

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LETTER FROM THE PRESIDENT

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Effective date
Policy Created __________2017
PURPOSE
Connecticut State Colleges and Universities (“CSCU”) is committed to the highest ethical and professional standards of conduct. Accomplishing this demands that all members of the CSCU community aspire to the highest ideals of integrity, judgment and commitment to the good of our students and the citizens of Connecticut. While the CSCU affirms each person’s accountability for individual actions, it also recognizes that shared enterprise requires a shared set of core values and ethical conduct to which each member of the CSCU community is accountable. The CSCU Code of Conduct is intended to recognize that each member of the CSCU community belongs to a community that strives to uphold rigorous standards of competence and character. This Code also applies to off-duty conduct that negatively impacts an employee’s employment relationship with CSCU. Such violations will be addressed under applicable disciplinary procedures.

SCOPE
The CSCU Code of Conduct (“Code”) applies to the following:

- The Board of Regents for Higher Education, as both an institutional board and as individuals. Collectively, the Board of Regents for Higher Education is hereinafter referred to as “BOR” or “Board” while individual members of the Board of Regents for Higher Education are hereinafter referred to as “Regents”;
- All faculty, staff and independent contractors within the jurisdiction of the Board of Regents for Higher Education; and
- Volunteers and other representatives when speaking or acting on behalf of the Board, CSCU or any of its composite institutions.

All persons to whom this Code applies are hereinafter referred to collectively as “community members”.

Those persons who are taking courses, attending classes, or enrolled in academic programs, are hereinafter referred to as “students” and are governed by Board of Regents Policy: Student Code of Conduct, as may be amended from time to time.

Students who are Regents are governed by this Code when engaged in matters directly related to their service on the Board of Regents for Higher Education.

This Code is intended to serve as a synthetic representation of policies and procedures currently governing the BOR and CSCU. It does not create any additional or different rights or duties of a substantive or procedural nature. This Code shall not abridge community members’ rights to due process as guaranteed by the provisions of applicable collective bargaining agreements, which shall govern the application of this Code.
STANDARDS

1. Uphold Ethical Standards and Integrity. Ethical conduct is a fundamental expectation for every community member. In practicing and modeling ethical conduct, community members are expected to:

- act according to the highest ethical and professional standards of conduct and adhere to the Connecticut Code of Ethical Conduct and the BOR Ethics Statement, which include, but are not limited to:
  - disclosing potential conflicts of interest to appropriate personnel and adhering to any management plans created to eliminate any conflicts of interest;
  - refraining from accepting any gift or thing of value including food and beverages, from vendors, lobbyists or any person seeking to do business or currently doing business with CSCU or its institutions;
  - abstaining from outside activities that create an actual conflict of interest
  - not using state employment for personal financial gain for our benefit of family members or businesses with which one is associated with beyond our official compensation; and,
  - not using state resources for personal use unrelated to one’s responsibilities with the CSCU and its institutions.

- fulfill obligations owed to students, advisees, and colleagues;
- conscientiously meet CSCU responsibilities; and
- communicate ethical standards of conduct through instruction and by example.

Questions to consider:

Should I accept gifts from students or staff?
Is it permissible to use my contacts at work for my business?
Does my other employment create a conflict of interest?

2. Maintain and Treat Others with Dignity, Respect and Civility. CSCU and its institutions are committed to tolerance, diversity, and respect for differences. Community members are expected to:

- be fair, respectful and open-minded;
- speak candidly and truthfully, but with civility;
- avoid all forms of harassment, illegal discrimination, threats, or violence;
- provide equal access to programs, facilities, resources, and employment;
- support conflict resolution;
- ensure that personal relationships do not interfere with objective judgment in decisions affecting employment or the academic progress of a community member; and
- refrain from consensual relationships in all instances where a supervising, evaluating, instructing or other unequal balance of power is present.
Questions to consider:

Have I treated others as they want to be treated?
Have I made any discriminatory or harassing remarks?
Are my relationships with my staff or my students too familiar?

3. Lead Responsibly and with Accountability in the Advancement of Learning and the Institution. Regents, executive leadership, managers, supervisors, faculty, and advisors are entrusted with significant leadership responsibility. Community members in leadership are expected to:

- ensure access to and delivery of proper training and guidance on applicable workplace and educational rules, policies, and procedures, including this Code;
- avoid favoritism or the appearance of favoritism;
- review performance conscientiously and impartially;
- be personally accountable for individual actions;
- nurture intellectual growth and professional development; and
- encourage a healthy, innovative, and productive atmosphere that encourages dialogue and is responsive to concerns.

Questions to consider:

How will my actions reflect upon CSCU?
Did I fairly and impartially perform assessments?
Did I solicit input from all stakeholders or only those who think as I do?

4. Protect the Public’s Trust and Be Good Stewards of Resources and Information. Community members are expected to:

- use CSCU property, equipment, finances, materials, electronic and other systems, and other resources only for legitimate CSCU purposes;
- prevent fraud, waste and abuse;
- promote efficiency;
- follow sound financial practices, including accurate financial reporting, processes to protect assets, and responsible fiscal management and internal controls; and
- engage in appropriate accounting and monitoring.

Questions to consider

Do I safeguard state equipment from misuse?
Do I document my work accurately and honestly?

5. Comply with all applicable laws, rules, regulations, policies and protocols. Community members are expected to meet legal requirements and to foster a culture of ethics and compliance.

(a) Expectations --- Community members are expected to:

- learn and adhere to the laws, regulations, contracts, and policies and procedures applicable to institution activities as those provisions may be
amended from time to time;
- be proactive to prevent and detect any compliance violations; and
- report suspected violations to supervisors or other CSCU officials.

(b) Prohibition --- Community members are prohibited from retaliating against another community member for reporting a suspected compliance violation.

Questions to consider:

Have I completed all of the required in-services or other trainings?

Do I know what to do if I believe that someone has violated a policy or law?

Have I treated someone differently because of a complaint filed against me?

6. Guard and Uphold Academic Freedom. Academic freedom is the foundation of higher education and is a core value of the CSCU. Community members should actively foster the common good, which depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the professor in teaching and of the student to freedom in learning. It carries with it duties correlative with rights. Consequently, community members are expected to uphold academic freedom including the freedom to explore scholarship, research, and creative expression, to discuss all relevant matters in the classroom as well as to speak or write as a public citizen. When they speak or write as citizens, they should be free from institutional censorship. Professors are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter that has no relation to their subject.

Question to consider:

Will the community at large understand that my editorial comments are my personal views only, and not those of the institution that employs me?

7. Pursue Truth and Exhibit Intellectual Honesty in Teaching and Research. Community members engaged in research are expected to do so in the pursuit of knowledge in accord with institutional, governmental and professional standards and to the benefit of their students and the public’s good. Consequently, Community members shall:

- propose, conduct, and report research with integrity and honesty;
- protect people and humanely treat animals involved in research or teaching;
- learn, follow, and demonstrate accountability for meeting the requirements of sponsors, regulatory bodies, and other applicable entities;
- faithfully transmit research findings;
- protect rights to individual and institution intellectual property which includes, but is not limited to:
  - ensuring originality of work, providing credit for the ideas of others upon which their work is built, and being responsible for the accuracy and fairness of information published and
• fairly assigning authorship credit on the basis of an appropriate array of significant intellectual contributions, including: conception, design, and performance; analysis and interpretation; and manuscript preparation and critical editing for intellectual content.

Questions to consider:

Did I protect the safety and well-being of my human or animal subjects?
Have I provided adequate credit for the contributions of others that impact my work?
Have I closely followed the requirements of grant sponsors?

8. Judiciously Manage Public, Private, and Confidential Information. Community members are the creators and custodians of many types of information. The public right to access and an individual's right to privacy are governed by state and federal laws and BOR policies. To meet these responsibilities, community members are expected to:

• learn and follow laws, BOR policies and institution procedures regarding access, use, protection, disclosure, retention, and disposal of public, private, and confidential information;
• follow document preservation and retention guidelines;
• maintain the integrity and accuracy of all documents and records including those related to vacation, sick and other forms of leave or report to work records; and
• maintain data security using electronic and physical safeguards in accordance with BOR policy.

Questions to consider:

Although I have access to certain records, do I have authority to distribute or view them?
Do I protect the privacy of student information?
Have I considered whether to keep or shred information, or whether to encrypt data before transmitting it?

9. Promote Health and Safety in the Workplace. Community members have a shared responsibility to ensure a safe, secure, and healthy environment for all community members and students. Therefore community members are expected to:

• follow safe workplace practices, including participating in applicable education sessions, using appropriate personal safety equipment, and reporting accidents, injuries, and unsafe situations;
• maintain security, including securing CSCU institutions’ assets and facilities;
• report abuse and neglect of minors, sexual misconduct, harassment and suspicious activities; and
• protect the environment, including carefully handling hazardous waste and other potentially harmful agents, materials, or conditions.

Questions to consider:

Do I follow the safety protocols?
Do I know what to do when I witness suspicious behavior?
Do I understand my role as a mandated reporter?

NON-RETAIATION
CSCU policy prohibits retaliation when compliance concerns are reported in good faith to supervisors, faculty, administrators, or any appropriate agency outside of CSCU. If you feel that you have been subjected to retaliation, you should contact CSCU Human Resources at _________ or the CSCU Office of Legal Affairs at CSCU-Legal@ct.edu. either office will respond to reports to resolve compliance issues.

REPORTING OPTIONS
Reports of compliance violations may be directed to the campus Human Resources office, CSCU Human Resources at 860-723-0252 or CSCU Legal Affairs at CSCU-Legal@ct.edu or by phone to 860-723-0114.

If you prefer to contact an outside organization the State Auditors of Public Accounts are authorized under the Whistle Blower Act, Section 4-61dd of the Connecticut General Statutes to receive reports concerning corruption, unethical practices mismanagement, violation of State laws and regulations, gross waste of funds, abuse of authority or danger to the public safety in any State department or agency. Reports filed with the State Auditors are shared with the Attorney General, but may otherwise be held in confidence, if reasonable. You may file a complaint with the State Auditors by calling 860-240-5369 or toll free at 800-797-1702 or file on the web www.cga.ct.gov

If the matter you wish to report to an outside agency involves fraud against the federal government, you may contact the US Department of Justice under the Federal False Claims Act (31 USC section 3729-3733).

IMPLEMENTATION
The President or his/her designee shall ensure that appropriate administrative policies are maintained to support this Code, and shall effectively promulgate this Code and any related administrative policies or procedures through appropriate and periodic explanation and education.

This Code of Conduct does not address every conceivable situation or ethical circumstance that may arise. Community members are expected to exercise good judgment absent specific guidance from this policy or other applicable laws, rules, regulations, policies and protocols.

Specific questions regarding this Code of Conduct should be directed to their campus Ethics Liaison, Human Resources, CSCU Internal Audit, CSCU Legal Affairs, or other appropriate office.
Contact information for your location shall be provided below:
  1) Campus Director of Human Resources
2) CSCU Vice President of Human Resources
3) CSCU Office of Legal Affairs