



MOUNT ST. MARY'S UNIVERSITY POLICY

Policy on Code of Conduct

I. Purpose and Scope

(See Section III)

CODE OF CONDUCT POLICY

Version: 2018-a

Effective Date: January 2018

Last Revision: January 2018

Next Revision: 2020

Supersedes: N/a

Related Policies: N/a

Policy Owner:
VP for University Affairs

Approval Date:

Approved by: President Tim
Trainor

Approval Signature:

II. Definitions

Not applicable.

III. Policy

[The text in this section was copied in its entirety from the Governing Documents, Part 14, 2018]

14.2.0 Code of Conduct

14.2.1 Statement of Commitment

Mount St. Mary's University is a Roman Catholic institution of higher learning committed to the pursuit of truth in all its forms through excellence in teaching, learning, scholarship and service. The four pillars around which we fulfill our mission are Faith, Discovery, Leadership and Community.

Fulfillment of this mission requires that each member of the Mount Community carry out his/her responsibilities ethically, efficiently and honestly and in keeping with the University's policies and applicable law.

14.2.2 Applicability

This Code of Conduct applies to all members of the Mount Community, including students, faculty, staff, administrators, Trustees, consultants, vendors, and others engaged in the business of the University.

14.2.3 Standards of Ethical Conduct

Members of the Mount Community are expected to honor the mission of the University by consistently demonstrating and adhering to the University's core values of integrity, mutual respect, excellence, personal responsibility and accountability, and service to others in carrying out the affairs of the University. Specifically, members of this community agree to:

- Conduct all actions and interactions, both personal and professional, within the University community and on behalf of the University with the highest integrity and ethical standards.
- Comply with all federal, state and local laws and regulations as well as the policies of the University.
- Treat all students, the public, and one another with dignity and respect and, with respect to students, with concern for the formation of their spiritual, intellectual and social lives.

- Act honestly and responsibly at all times and steward the resources of the University with care and in a manner consistent with the University's mission.
- Respect the privacy of each individual and preserve the confidentiality of University records and information.
- Avoid conflicts of interest or the appearance of a conflict of interest or impropriety in connection with their role at the University.
- Conduct their activities on behalf of the University with the utmost good faith and loyalty. Employees may not compete with the University or convert business opportunities of the University to their personal gain or advantage or to the gain or advantage of another. Employees may not convert confidential information or trade secrets of the University to their personal gain or advantage or to the gain or advantage of others.

IV. Link to Procedures or Process

Not applicable.

V. Policy Review

Every policy should be reviewed and potentially revised by the Policy Owner no less frequently than every 3 years.

VI. Contact Information

Mrs. Pauline Engelstatter
Vice President for University Affairs, Title IX Coordinator
Room 213, Bradley Hall
engelsta@msmary.edu
(301) 447-5086