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 **AMERICAN UNIVERSITY OF COTE D’IVOIRE**

 **FACULTY AND STAFF CODE OF CONDUCT**

**I. Rationale and Purpose**

All members of the American University of Cote d’Ivoire (AUCI) community, including all faculty, staff, students, University executives and officers, and affiliates are responsible for obedience with the law and maintaining the ethical standards of the University, and of the broader community in which we serve. Through its Core Values, the University inspires civility, diversity, inclusivity, respect, freedom of expression, honesty and excellence and strives to integrate these standards into its education, business, and research practices.

This Code of Conduct is a shared statement of the AUCI’s commitment to supporting the ethical, professional, and legal standards for the University’s day-to-day and long-term activities and decisions. Each member of the AUCI community must be individually accountable for his/her own actions and are together accountable for keeping these standards of conduct and compliance with all applicable laws, regulations, and AUCI policies and agreements. This Code does not create any additional or altered rights or duties of a substantive or procedural nature.

**II. Applicability**

This Code applies to the following members of the AUCI community (“University Community members”):

a. individuals who are paid by American University of Cote d’Ivoire when they are working for the institution, to include faculty, staff and students;

b. when required by contract, consultants, vendors, and contractors when they are doing business with the American University of Cote d’Ivoire; and

c. individuals who perform services for the University as volunteers and/or who assert an association with the American University of Cote d’Ivoire.

American University of Cote d’Ivoire students are responsible for abiding by the Student Code of Conduct, available at: https://auciv.education/wp-content/uploads/2019/07/STUDENT-CODE-OF-CONDUCT.docx

**III. Standards of Ethics**

Park University acknowledges its obligation to uphold its honorable reputation which includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of wrongdoing or impropriety can be damaging. The University Community must continually strive to support the highest standards of integrity and quality.

It may be that some of the University business activities, practices, and other conduct of its University Community members are not governed by specific laws or regulations. In these cases, the University’s Core Values should regulate members’ conduct.

Additionally, each member must conduct University business with the utmost honesty and fairness. Each situation should be examined according to this standard. Unethical practices and procedures will not be tolerated, even if such practice is customary outside of the University community or the objectives it serves are valuable to the University. Convenience and advantageousness should not compromise the University’s integrity and reputation.

**IV. Mutual Respect for Others**

American University of Cote d’Ivoire is dedicated to the pursuit of excellence and supporting a setting that fosters such a goal. Crucial to this commitment is the principle of treating each University Community member with respect, and welcoming and supporting diversity and inclusion.

The American University of Cote d’Ivoire prohibits harassment and discrimination and provides equal opportunities for all University Community members and applicants regardless of their religion, race, color, national origin, physical or mental disability, medical condition, marital status, age, sex, sexual orientation, gender identityor any other characteristic protected by law. Where actions are found to have occurred that violate this standard, the American University of Cote d’Ivoire, through its administrative structures, will take prompt action to end the misbehaving conduct, prevent its recurrence, and correct those responsible.

**V. Compliance with Laws and University Policies, Procedures, and Agreements**

The American University of Cote d’Ivoire Community must transact University business in compliance with applicable laws, regulations, and University policy, procedure and agreements. Administrators are responsible for training, monitoring and reporting matters related to compliance. Refer all unresolved questions and/or interpretation of laws and regulations to your immediate supervisor.

a. Contractual, Grant and Other Obligations

The acceptance of an agreement, including sponsored project funding, may create a legal obligation on the part of the University to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by an appropriate University official may enter into agreements on behalf of the University.

b. Environmental Health & Safety, including Workplace Health and Safety

American University of Cote d’Ivoire Community members must be committed to protecting health and safety by providing safe workplaces. The University may provide information and training about health and safety hazards, and safeguards. University Community members must adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.

c. Faculty-Student Relationships

The integrity of the faculty-student relationship is important to the University's educational mission. The pedagogical relationship between faculty and student must be protected from influences or activities that can interfere with learning consistent with the goals and ideals of the University. A personal relationship between faculty and student, of a romantic or sexual nature, even if consensual, is inappropriate. Any such relationship jeopardizes the integrity of the educational process. In this section, the term student refers to all individuals under the academic supervision of faculty. Types of unacceptable conduct:

a. Failure to meet the responsibilities of instruction.

b. Discrimination, including harassment, against a student on political grounds, or for reasons of race, color, religion or religious creed, sex, sexual orientation, gender identity, ethnic origin, national origin, marital status, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), or service in the uniformed services as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994, or, within the limits imposed by law or University regulations, because of age or citizenship or for other arbitrary or personal reasons.

c. Use of the position or powers of a faculty member to coerce the judgment or conscience of a student or to cause harm to a student for arbitrary or personal reasons.

d. Participating in or deliberately abetting disruption, interference, or intimidation in the classroom.

e. Entering into a romantic or sexual relationship with any student for whom a faculty member has, or should reasonably expect to have in the future, academic responsibility (instructional, evaluative, or supervisory).

d. External Professional Standards

Some professions and disciplines represented at the University are governed by standards and codes specific to their profession (such as attorneys, certified public accountants, and counselors). Those professional standards generally advance the quality of the profession and/or discipline by developing codes of ethics, conduct, and professional responsibility and standards to guide their members. Those belonging to such organizations are expected to adhere to University policies and codes of conduct in addition to any professional standards. If a University Community member believes there is a conflict between a professional standard and University policy, he/she should contact the Office of Human Resources (staff) and/or The Office of Provost and Academic Affairs (faculty).

**VI. Confidentiality, Privacy, and Information Security**

American University of Cote d’Ivoire Community members receive and generate various types of confidential, regulated, proprietary and private information on behalf of the University. All members of the American University of Cote d’Ivoire Community are expected to comply with all applicable rules, laws, and regulations (whether federal, state, local or foreign), contractual obligations, and University policies pertaining to the use, protection and disclosure of this information. When dissociating from the University, University Community members must return all sensitive University data unless an exception has been granted by the appropriate authorized person(s) and/or department(s).

**VII. Financial Responsibilities and Internal Controls**

American University of Cote d’Ivoire Community members are encouraged and expected to employ sound and industry-standard business practices and exercise careful financial management in their stewardship of University resources.

**VIII. Using University Resources Ethically**

University resources must be reserved for business purposes on behalf of the University. They may not be used for personal gain and may not be used for personal use except in a manner that is incidental, and reasonable in light of the employee’s duties. University resources include, but are not limited to:

a. University systems (e.g., telephone systems, data communication and networking services);

b. University domain for electronic communication forums;

c. University name(s), logo(s), and letterhead;

d. University equipment e.g., computers and peripherals, University vehicles;

e. University facilities;

f. procurement tools such as visa cards, purchasing cards, travel cards, and petty cash;

g. University records including student, employee, donor, and sponsor records

h. marketing, advertising and any promotional items; and

i. the time and effort of staff, faculty, students and other University Community members.

**IX. Conflict of Commitment/Conflict of Interest**

American University of Cote d’Ivoire Community members who are faculty and staff owe professional allegiance to the University and its mission to engage in the highest level of education, research, and business practices.

A conflict of commitment may arise when one’s external activities, e.g., consulting agreements, speaking engagements, public service, personal business, etc. interfere with one’s responsibilities to the University. Generally, a conflict of commitment involves time allocation issues.

External professional activities, private financial interests, or the receipt of benefits or gifts from third parties may cause an actual or apparent conflict(s) of interest.

Relationships between the University and its vendors and/or sponsors must be free of any actual or apparent impropriety or favoritism. University Community members should not solicit any gift, and/or personally accept any material gift, gratuity, or payment, in cash or in kind, from any third party seeking to do business with the University or currently doing business with the University.

To protect the University’s Mission, University Community members with other professional or financial interests must disclose them in compliance with applicable conflict of commitment/conflict of interest policies and, if permitted, manage them in compliance with all current controls. Please refer to the Office of Human Resources for more information.

**X. Response to Governmental or Other Investigations**

The University is committed to cooperating with governmental investigators. If an employee receives a subpoena, search warrant, or other similar document, before taking any action, the employee must immediately contact the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is responsible for authorizing the release or copying of any University records or documents.

If a governmental investigator, agent, or auditor comes to the University, an employee should contact his/her supervisor and the appropriate University office before discussing University business with such investigator, agent, or auditor. If the appropriate office is unknown, the supervisor should contact the Office of Human Resources.

**XI. Reporting Suspected Violations**

Adherence to this Code requires that any suspected violations of applicable standards, policies, laws, or regulations be brought to the attention of the appropriate office. Raising such concerns is a service to the University and will not jeopardize the University Community member's position or employment.

a. Reporting to Management

University Community members should report suspected violations of applicable laws, regulations, contract(s), and this Code and University policies and procedures. One should provide such a report through standard management paths. . If for any reason it is not appropriate to report suspected violations to the immediate supervisor e.g., the supervisor is suspected of a violation, or the employee is uncomfortable doing so, individuals should go to a higher level of management within their department/office or school.

b. Other Reporting

If for any reason it is not appropriate to report suspected violations through management channels within the appropriate departments/offices or schools, or the employee is uncomfortable doing so, individuals may go to:

i. Human Resources;

ii. The President;

iii. The Chief Financial Officer;

iv. Academic Affairs/Compliance Coordinator;

v. The Office for Institutional Effectiveness;

vi. An individual in a compliance-centered role.

Every concern will be taken seriously and reviewed in an appropriate manner.

c. Confidentiality

Concerns may be reported confidentially, and even anonymously, although the more information given, the easier it is to investigate the concerns. The only anonymous reporting mechanism at the University should be the online concern form

d. Cooperation

All University Community members are expected to cooperate fully in the investigation of potential violations of University policy and applicable rules, laws, or regulations.

e. Non-Retaliation

University policy prohibits retaliation against an individual who reports or provides information about concerns or suspected violations in good faith. Retaliation is an adverse action taken because an individual has made a report or has participated in an investigation. An adverse action is any action that materially affects that individual's standing or terms and conditions of employment. False accusations made with the intent of harming or retaliating against another person may subject the accuser to disciplinary action.

f. Consequences of Violation

Confirmed violations of this Code may result in appropriate disciplinary action up to and including termination of employment, as allowed under the Faculty Collective Bargaining Agreement, or other relationships with the University. In some circumstances, civil or criminal charges and penalties may apply.