

Christopher Newport University

Policy: Code of Conduct and Ethics Policy

Policy Number: 3005

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| Executive Oversight: | President, Vice President for Finance and Planning/CFO |
| Contact Office: | Vice President for Finance and Planning/CFO |
| Frequency of Review: | Biennially |
| Date of Last Review: | December 2022 |

A. PURPOSE

The University's Code of Conduct and Ethics provides faculty and staff with requirements, expectations and guidance for performing their jobs.

B. POLICY STATEMENT

Integrity, credibility, ethical leadership and management of the highest order are the principles Christopher Newport University aspires to achieve every day. These core values are absolutely essential to the University's successful attainment of our mission, which is to provide educational and cultural opportunities that benefit Christopher Newport students, the residents of the Commonwealth of Virginia, and the nation.

Our community embraces the following concise yet all-encompassing Honor Code:

On my honor, I will maintain the highest standards of honesty, integrity, and personal responsibility. This means I will not lie, cheat, or steal, and as a member of this academic community, I am committed to creating an environment of respect and mutual trust.

Christopher Newport's faculty and staff, including student employees, are bound by the following professional Code of Conduct and Ethics:

- **Honesty** – We will not condone any form of dishonesty, fraud, misconduct, violation, or neglect of duty and will report any illegal or unethical action that comes to our attention.
- **Integrity** – We will act in a fair manner and in good faith when dealing with the community, students, vendors, and others, always maintaining the highest level of ethical standards.
- **Respect and Evenhandedness** – We will support the rights and recognize the needs of all citizens regardless of gender, race, color, religion, national origin, age, disability,

veteran status, sexual orientation, or political affiliation by treating others with civility and decency.

- **Trustworthiness** – 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.
- **Stewardship** – We will exercise responsible stewardship of the public resources entrusted to the University and protect confidential University information.
- **Compliance** – We will obey all State and Federal laws and regulations and University policies.
- **Excellence** – We will conduct all University affairs diligently, exercising due professional care, ever striving to meet the high expectations we have set for ourselves as well as the expectations of those we serve.

C. PROCEDURES

Performance contrary to these principles shall be reported to the appropriate supervisor and may lead to disciplinary actions up to and including termination, consistent with the provisions of the University Handbook and the Commonwealth's Standards of Conduct. Student employees may also be adjudicated under the policies outlined in the Student Handbook.

D. REFERENCES

Agency Risk Management and Internal Control Standards

E. APPROVAL AND REVISIONS

Approved By: President, March 14, 2008

Revision 1: President, June 1, 2015

Revision 2: Policy Committee, January 10, 2018

Revision 3: Policy Committee, November 5, 2020

Revision 4: Policy Committee, December 6, 2022

F. NEXT REVIEW DATE: November 2024