JACKSON STATE
UNIVERSITY.

Jackson State University
Update: Code of Conduct & Ethics Policy
Effective Date: April 1, 2020
Revised Date: April 1, 2020
Responsible Office: Department of Human Resources - Office of the President
People Affected: All Employees

1.8 Code of Conduct & Ethics Policy

Summary:

This Code of Conduct establishes guidelines for professional conduct by those acting on behalf of the University. This is not an attempt to define specifically what one should and should not do, but to communicate the University's expectations of proper conduct and what professional conduct the University values. It is an expectation that the Code of Conduct serves as the basis, on which, employees should make decisions related to the best interests of themselves, their co-workers and the University.

Scope:

This code conduct applies to all Jackson State University employees including executive officers, faculty, staff, and other individuals employed by the University using University resources or facilities, and volunteers and representatives acting as agents of the University.

Professional conduct including respect for authority and for one another is basic to the general welfare and personal dignity of all persons with whom an employee comes into contact. Employee conduct that demonstrates these positive characteristics is essential to the success of Jackson State University. All members of the University are expected to conduct themselves in a professional manner. They should respect the privacy and reputation of co-workers and all other persons. Tact, courtesy, and kindness should be practiced by all.

II. Equal Opportunity — Policy 2.1.1 Equal Employment Opportunity & Affirmative Action Policy

Jackson State University is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.

III. Confidentiality — Policy 1.8.6 Confidentiality & Maintenance of Accurate Accounts & Records

Jackson State University takes seriously the confidential nature of non-public information regarding its employees, students, donors, and other members of the Jackson State University community. Jackson State University authorizes access to employee, student, or donor written or electronic information to the extent that is necessary to carry out job responsibilities.

Sexual Harassment — Policy 6.3 Policy Against Sexual Harassment and Gender Discrimination

Harassment of employees or students based upon sex violates equal employment and academic opportunity. Sexual harassment is illegal and will not be tolerated by the University or any members of its community. Any employee or student who violates the University policy on sexual harassment will be subject to disciplinary action and possible termination or expulsion from the University.

Members of the University Community are strongly encouraged to report allegations of sexual harassment as promptly as possible to the Equal Employment/ Affirmative Action Officer (EEO/AA) in the Office of General Counsel,

VII. Relationships in the Workplace — Policy 2.11.2 Relationships

Romantic or amorous relationships between individuals where one party possesses direct academic, administrative, supervisory, evaluative, counseling, or extracurricular authority over the other party presents ethical and administrative problems. Therefore, all employed individuals, whether faculty, staff, or students, are prohibit to directly or indirectly supervising other individuals at the University with whom they have a sexual relationship, whether or not such relationships are consensual.

Inherent in these types of consensual relationships exist the potential for conflicts of interest, exploitation, favoritism, harassment, and bias. Furthermore, such relationships may undermine the real or perceived integrity and trust necessary for a beneficial academic or employment environment

IV. Bullying

The University community is committed to fostering a respectful and safe environment. Bullying of any form will not be tolerated. Bullying can include:

• Threatening, humiliating or intimidation behavior

• Singling out individuals by shouting at or harsh criticism
• Exclusion or social isolation
• Excessive monitoring

Employee Responsibility:

I. External Communication on Behalf of the Company

Copies of all publicity representing the University must be submitted to the Director of University Communications and/or assigned Department of Public Relations staff for approval before it is released to the news media. No administrator, faculty, or staff member has the authority to make official statements to the news media regarding the institution without the approval of the President of the University.

FERPA

The University respects that once a student reaches the age of 18 years of age is an "eligible student," or attends a postsecondary institution, rights formerly given to parents under FERPA transfer to the student. The "eligible student" has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department.

Ill. Record Keeping - Policy 1.8.6 Confidentiality & Maintenance of Accurate Accounts & Records

The University is committed to maintaining and providing truthful information and documentation in support of institutional activities and transactions. All supporting documentation must accurately reflect all actions, communications or decided.

All University research records are the property of the Jackson State University regardless of their physical location, even when they are in the possession of individuals, and may not be permanently removed from the University, destroyed or otherwise used without proper authorization. All University records are retained in accordance with all federal and state laws/regulations, terms and conditions of award and agreements and this policy.

IV. Recording Devices on University Premise - Policy 2.11.5 Recording Devices on University Premises

As a general rule, recording devices and camera-equipped devices (including mobile communication devices) and their uses are restricted in accordance with state and federal regulatory guidelines concerning unauthorized surveillance. Employees shall not use the picture-taking functionality of mobile communication devices in the workplace to image confidential information or other restricted documents

V. University Registered Trademarks — Policy 5.1.2 University Registered Trademarks

The Jackson State University name, seal, logo, mascot, and associated graphics are registered trademarks with the United States Patent and Trademark Office. All uses of the names and trademarks are approved and monitored through the JSU Licensing Program. All request(s) to utilize or reproduce Jackson State University registered trademarks internally or externally must be approved through the Department of Contractual Services. Failure to comply may result in disciplinary actions or terminations.

VI. Protection and Proper Use of Company Assets — Policy 1.8.3 Proper Use of University Resources

University resources shall not be used for other than their intended purpose. We shall manage those resources prudently and not for our personal use. Employees shall ensure proper approvals are obtained prior to using facilities or granting use to University facilities. Individuals seeking use of a University facility should contact the Department of Events.

VII, Information Technology Data Compliance

Personnel, student, financial, and medical information contained within the University's information systems is considered confidential. This confidential information and any other information made confidential by law is limited to those individuals whose position requires use of this information. Employee granted access to such information agree to treat all information as confidential and will use this information to fulfill job responsibilities only. Employee must not share access to, print, copy, or disclose confidential information to the University's employees, students, or anyone else with no business need for it. This includes information concerning the University's students, employees, vendors, consultants, contractors, and donors. Employees are not to share username and password with anyone.

VIII. Use of Social Media — Policy 2.11.4 Personal Communications and Social Networking

Personal use of blogs and other social networking sites should not be utilized during work time. Employees should use their best judgment when expressing views in a blog or online site to ensure that their personal views are not construed as representing the views of the University. If information is published on a personal blog or networking site, such posting must not contain confidential, copyrighted, or trademarked information or marks of the University absent specific written consent or license. Furthermore, employees should be aware that their online presence and actions may reflect positively or negatively upon the University, and care should therefore be taken to conduct one's self in an appropriate manner.

IX. Educational Benefits and Opportunities

No member of the University Community shall deny a student fair access to educational opportunities and benefits available at the University. Invidious harassment, discrimination, or intimidation of students that deny
or impede their right of access to these benefits and opportunities will not be tolerated and will be subject to disciplinary action.

X. Government Relations

All members of the University Community are expected to conform their actions to the requirements of the

knowledge of specific acts which they reasonably believe violate the University policy, law or violate the spirit of this code are strongly encouraged to disclose those acts to an appropriate University official. All good faith reports are treated seriously and investigated thoroughly.

All members of the University community are expected to abide by state and federal laws and regulations as well as University policies. No one should be compelled to violate a law or University policy. Deans, directors, department/unit heads and other administrators who have knowledge of specific acts which they reasonably believe violate the law or University policy must disclose those acts to an appropriate University official.

To report a concern

• Speak with your manager
• Contact Human Resources
• Contact Ethics Line

No Retaliation1Whistleblower (will create a new policy number)

The University seeks to create an environment where individuals can report unlawful activity or non-compliant activity without fear of reprisal. Retaliation is illegal and will not be tolerated by the University. Similarly, persons who use this process to bring bad faith allegations against an employee may be subject to disciplinary action.

Individuals who report a concern in good faith cannot be subjected to any adverse action including;

Unfair dismissal, demotion or suspension
Bullying and harassment of any form
Exclusionary behavior
Any behavior that singles out the person unfairly

Ill. Violation of the Code

Confirmed violations will result in appropriate disciplinary action up to and including termination from employment or other relationships with the University. In some circumstances, civil and criminal charges and penalties may apply.

IV. Acknowledgment of the Code through Certification

As member of the Jackson State University community, you must read and sign the Annual Code of

This Policy is approv d:

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Signature Line Date Of 'ignatu Mr. Thomas Hudson, Acting President
Printed Name and Title

This Policy has been reviewed and approved as to legal compliance:

Oy/o20.2,)
Signature Line Date of Signature

Edward Watson, General Counsel
Printed Name and Title