



## AUDIT COMMITTEE BOARD OF TRUSTEES

### CODE OF CONDUCT POLICY

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#### 1. ADOPTION

The Board of Trustees is scheduled to review and adopt the Code of Conduct Policy on their March, 2016 meeting.

#### 2. AUTHORITY AND RESPONSIBILITY

The Vice President for Business and Finance is authorized to administer this policy and is responsible for the administration and conformance of this policy. All authority for adoption of this policy is set forth in the minutes of the Board of Trustees.

### **3. SCOPE**

This policy applies to:

- a. All Evangel University (hereafter “University”) employees, including faculty, staff and student-staff, when working for the University or otherwise engaged in activities that are in the course and scope of their employment;
- b. Consultants, vendors and contractors as they do business with the University when required by contract;
- c. Individuals who perform services for the University as volunteers, including the Board of Trustees, and those who assert an association with the University; and,
- d. Students.

This policy refers to all these persons as “members of the EU community”.

### **4. INTRODUCTION AND PURPOSE**

Evangel University is a nonprofit public corporation. The primary mission of the University is the commitment to excellence in educating and equipping students to become Spirit-empowered servants of God who impact the church and society globally. Thus, members of the EU community serve a public-interest role and have an obligation to conduct all affairs of the University in a manner consistent with this paradigm. All decisions of the Board of Trustees and Employees of the University are to be made solely on the basis of a desire to promote the best interest of the University and the public good.

The purpose of the code of conduct policy is to provide a clear framework within which the members of the EU community are expected to conduct themselves. The University strives to maintain a work environment for its employees and a learning environment for its students in which our core values of truth, integrity, service and community are reflected in personal behavior and standards of conduct. This Code of Conduct (the “Code”) is a shared statement of the University’s commitment to uphold the ethical, professional and legal standards we use as the basis for our daily and long-term decisions and actions. Thus, the Board requires:

- a. that each Employee:
  - i. be familiar with the terms of this policy; and
  - ii. affirm by his or her acknowledgement (electronic signature) that he or she is in accordance with the letter and spirit of this policy.
- b. that each Employee is advised to report possible violations of this Code through the specified avenue (See page 7, item No. 10)

### **5. STANDARDS OF INTEGRITY**

The University is dedicated to the pursuit of excellence in learning and spiritual formation of our students and seeks to nurture an environment that achieves this goal. The University is committed to have a community free from violence, intimidation and

harassment; that is respectful of the rights, opportunities, and the welfare of its members. Furthermore, the University is committed to responsible stewardship of its resources and to protecting its assets from misuse, damage and destruction. The University supports and complies with state and federal laws, contractual obligations, and its standards of conduct for community members' behaviors.

Each member of EU community is required to conduct University business transactions with the utmost honesty, accuracy, fairness and professionalism. The University strives at all times to maintain the highest standards of quality and integrity; thus, preserves the University's excellent reputation and ongoing trust.

## **6. CONFIDENTIALITY AND PRIVACY**

EU community members shall not disclose any confidential information that is available as a result of that member's affiliation with the University. Each community member shall comply with all federal and state laws pertaining to the use, protection and disclosure of confidential, proprietary and private information, agreement with third parties and University policies. The duty of confidentiality extends even after the community member's relationship with the University ends.

The University maintains a personnel file containing pertinent employee information for each employee. Personnel files are confidential and it is a property of the University. Access to one's own personnel file is provided only in compliance with Human Resources policies and guidelines (see Employee Handbook), and in compliance with Missouri labor laws.

## **7. CONFLICT OF INTEREST/CONFLICT OF COMMITMENT**

The highest standards of behavior are expected of community members, especially where individuals are in positions to make decisions which have significant impact on others. Community members owe their primary professional allegiance to the University and the fulfillment of its mission, therefore, shall not engage in outside professional activities, private financial interests or receive benefits from third parties that cause an actual or perceived divergence between the University mission and an individual's private interests.

In the case of the Board of Trustees, if actual or perceived conflicts of interest occur, they must disclose and then exclude themselves from the decision. When feasible, the question of potential conflict should be referred to University counsel for an opinion prior to the Board's vote. Any Employee who is uncertain about a possible conflict of interest may request a determination from the Office of Business and Finance. See the Conflict of Interest Policy for further details.

<https://web.evangel.edu/Portal/Employee/HR/policies/ConflictofInterestPolicy.pdf>

## **8. COMPLIANCE WITH UNIVERSITY POLICIES, LAWS AND PROFESSIONAL STANDARDS**

- a. Equal Employment Opportunity: The University seeks to ensure that the work environment for its employees is supportive, one where individuality is respected, and diversity is celebrated. The University does not discriminate on the basis of race, color, national origin, ethnic background, gender, age, (dis)ability, or status as

a veteran in any of its policies, practices or procedures. However, as a private religious institution owned by the General Council of the Assemblies of God, the university does have the right to exercise religious preference on all hiring practices in accordance with *Title VII of the Civil Rights Act of 1964*.

- b. Harassment/Violence: To secure an environment in which community members are able to flourish and to achieve their full potential, the University is committed to ensuring that no act of harassment, intimidation or violence will be tolerated in the University community. Unwelcome advances, such as requests for sexual favors or other verbal or physical conduct of a sexual nature are forms of sexual harassment. Additionally, any conduct that may create an uncomfortable situation or hostile work environment, such as inappropriate comments, jokes, intimidation or physical contact could be construed as workplace harassment. Community members should avoid any action that might be interpreted or perceived as harassment. See the Sexual Misconduct Policy <https://web.evangel.edu/community/download.asp?k=SexualMisconductPolicy>
- c. Health and Safety: The EU community is committed to protecting the health and safety of its members by providing information, training, and safe workplaces, and will act proactively to minimize the safety hazards and environmental risks as required by the Health and Safety at Work Act 1974. Community members shall adhere to good health and safety procedures and policies and comply with all applicable environmental health and safety laws and regulations.
- d. Financial Reporting: All University accounting practices, entries, fund managements, financial reports, tax returns, expense reimbursements, time sheets and other documents, including supporting documentation, shall be accurately reported, timely complete and in accordance with applicable policies, agreements, accounting standards and regulations of the University and of state and federal laws.
- e. Contractual Obligations: The acceptance of an agreement creates 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 are authorized to enter into agreements on behalf of the University. Questions as to who may commit the University to any obligation should be directed to the Office of Business and Finance.
- f. Professional Code of Ethics: Standards and codes specific to any member's profession further the quality of the profession and/or discipline. Those belonging to such professions, disciplines or organizations shall adhere to University policies and codes of conduct in addition to professional standards and code of ethics. If a member believes there is a conflict between their professional code of ethics and University policy, he/she may consult with the Provost or appropriate Vice President.
- g. Alcohol and Substance Abuse: The University's position on substance abuse is simple: it is incompatible with the health and safety of our employees, and we don't permit it. Evangel University is a drug and alcohol-free working environment. Illegal drugs and alcohol on campus or at sponsored events are

strictly prohibited. Any member of the community who uses, distributes or is under the influence of alcohol or illegal drugs while working is in violation of the University policy. Any member of the community who displays a reasonable suspicion that they are under the influence may be asked to take an alcohol and/or drug screening. Members of the community who may be struggling with any such substances are encouraged to seek treatment. Assistance is available through the Confidential Employee Assistance Program: [www.metlifeeap.com](http://www.metlifeeap.com) user name: **MetLife2-3** and password: **guest**; 1-844-763-8543

- h. Gambling: Gambling activities must not be conducted on University premises. Discretion may be used in relation to small raffles for charitable purposes or fund raising activities for student mission trips.
- i. Conduct Outside Work: The University does not seek to dictate how employees conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by employees contrary to Christian beliefs or University policies which may jeopardize the University's reputation or position will be dealt with through the disciplinary procedure. Community members are expected to conduct themselves in public and in social media in a manner that is God honoring and true to the words of Christ.
- j. Copyright, Trademark and Intellectual Property: Community members should never make unauthorized copies of material from copyrighted or trademarked books, magazines, video tapes, CDs, DVDs, computer programs or any other source or otherwise violate the proprietary rights of others. All records, documents, marketing materials, designs and logos produced by employees in the course of their employment using University equipment for its purpose shall belong to the University. The outcomes from the research specifically funded and supported by the University will also be considered a property of the University. One exception to this rule is online course content, design and materials developed by a faculty member which are deemed to have a dual-ownership between the University and the faculty.
- k. Travel: All community members are required to adhere to the University policy on travel and are encouraged to minimize the cost as much as possible. The University does not reimburse community members for spouse travel, unless the travel is pre-approved and it is determined that the travel has a business purpose. Travel expense reimbursement follows the Internal Revenue Service's guidelines. (See travel policy)
- l. Fair Dealing: The University strives to treat all community members fairly and honestly. Every person is created by God and is worthy of human dignity, respect and fair treatment.
- m. Employment of Relatives/Nepotism: The University does not prohibit employment to relatives of current employees. However, close relatives (i.e. parents, spouses, siblings, children, grandparents, grandchildren, aunts, uncles, nieces, nephews, or in-laws) are not permitted to work in the same department/office or in the same supervisory chain of command without specific written approval of the University's President.

- n. Academic Integrity: All community members are responsible for the academic integrity of the University and must comply with existing policies which forbid all forms of academic dishonesty including cheating and plagiarism.
- o. General Research Practices: The University encourages research and maintains the highest ethical standards for all research. All community members are responsible for complying with the University's research and academic integrity policies.

## **9. USE OF UNIVERSITY RESOURCES**

University resources are reserved for operating purposes of the University in the pursuit of its mission and shall not be used for sole personal benefit. University resources may be used for incidental personal use, provided that an approval was obtained from the appropriate VP or Director, and as long as the use does not interfere or conflict with the work of the University, and that any costs are met by the individual. University resources include, but are not limited to, all University systems, such as telephone, data communication and networking services and the University domain for electronic communication forums; equipment, such as printers, computers, and peripherals, University vehicles and other equipment and tools such as credit/purchasing cards and petty cash.

## **10. REPORTING POSSIBLE VIOLATIONS**

The University is an institution dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. When there is a violation of this standard or Code, the University will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible.

It is the policy of the University to encourage employees and students to report possible violations of applicable laws, regulations, contractual requirements or other violations of this Code through avenues specified in applicable published University policies and codes. In the absence of applicable published University policies and reporting processes, possible violations should be reported to the Director of Human Resources. Contact information is available on the Human Resources site on the Employee Portal or in the Human Resources office. Reports may be made confidentially and anonymously via <http://www.evangel.edu/submit-a-complaint/>. The University will make every effort to honor confidentiality and anonymity to the extent that it does not conflict with investigation, external regulations and laws. Reports will be reviewed in reasonable time depending on the severity of the violation (within 24 hours to 2 weeks), and at the appropriate level within the University.

## **11. VIOLATION AND UNIVERSITY DISCIPLINE**

A community member found to be in violation of University policy or the law may face University disciplinary and sanctions as well as civil or criminal penalties.

## **12. INTERPRETATION AND REVISION**

Any questions regarding the interpretation of this Code of Conduct Policy should be referred to either the Vice President of Business and Finance, Provost or Director of Human Resources, or in the case of an officer of the University, Chair of

the Audit Committee. The Board of Trustees maintains the right to revise this policy at any time.