

Westminster College
Statement of Ethical Conduct

Westminster College's reputation for excellence in the community, the state, the nation, and the world is sustained by the commitment embodied in its mission statement "... to educate and inspire all its students ... to be ... leaders of character, committed to the values of integrity, fairness, respect and responsibility." Cabinet officers, faculty, staff, student employees, and others acting on behalf of the college are expected to maintain the highest ethical standards, observing applicable policies, practices, regulations, laws, and professional standards. The absence of a specific guideline or instruction covering a particular situation does not relieve an individual of the responsibility to apply the highest ethical standards when reacting to that situation. Actions in accordance with these standards will be upheld by the college.

Conflicts of Interest and Commitment

All Cabinet officers, faculty, staff, student employees, and others acting on behalf of the college hold positions of trust, and should conduct their activities accordingly. They must abide by college conflict statements, striving to avoid conflict between private and official responsibilities. Activities that impair or appear to impair the ability to perform their duties or affect independence and objectivity of judgment in the discharge of responsibilities to the college should be avoided.

Harassment and Abuse of Power

Westminster College supports an environment in which harassment of others is not tolerated. Cabinet officers, faculty, staff, student employees, and others acting on behalf of the college may not use positions of authority to influence others to perform inappropriate or illegal acts, or violate regulations, college policies or practices.

Laws, Grants and Contracts, Regulations, Policies, and Procedures

All Cabinet officers, faculty, staff, student employees, and others acting on behalf of the college are expected to comply with relevant laws, grant and contract requirements, regulations, policies and practices, and all applicable college and professional standards. No unethical practice will be condoned on the grounds that it is "customary" or that it serves worthy or honorable goals.

Stewardship

All Cabinet officers, faculty, staff, student employees, and others acting on behalf of the college have a responsibility to ensure that all funds received are used prudently, ethically, and for their designated purposes. Neither tangible nor intangible assets of the college may be used for personal or illegal gain. Permission must be obtained for personal use of facilities and equipment, in compliance with applicable procedures. It is imperative that those with access to confidential, proprietary, or private information not make unauthorized disclosures or use of this information.

Reporting

All Cabinet officers, faculty, staff, student employees, and others acting on behalf of the college are expected to report violations of these or other applicable standards to appropriate college offices, e.g., the employee's supervisor, Cabinet officer, Department Chair, or Director of Human Resources and Compensation. Confidentiality of individuals reporting violations of these standards will be maintained whenever possible.

Listed above are some of the most prevalent areas of concern. This list is not intended to be comprehensive. See College Policy (Standards of Ethical Conduct) for guidance on specific issues. Your signature below indicates that you have read this statement, will abide by the policy, and act in accordance with its standards.

Signature

Date

Printed Name