MOREHOUSE COLLEGE

Standards of Conduct Guide

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COMPLIANCE STANDARDS OF CONDUCT GUIDE

Purpose

The purpose of the Standards of Conduct Guide ("Guide") is to emphasize the necessity for and the responsibility of all employees* of Morehouse College ("the College") to be aware of and perform their duties and responsibilities in compliance with all applicable provisions of federal and state laws, regulations, and the policies and rules and regulations of the College. This Guide is an outline of various laws, policies, rules and regulations that govern the conduct of College employees.

Although the Guide addresses a number of specific laws, policies, rules, and regulations, it is not intended to be a comprehensive list of legal and ethical standards, but provides employees with information about and source references for the laws, policies, rules, and regulations that govern their conduct. It also represents an educational tool and information directory to be used by the College’s Compliance Program for training employees regarding the conduct required of them. Specific ethical or compliance questions of employees should be directed to the College’s Compliance Officer. Please also refer to the College’s Policies and Procedures Manual (PPM) for additional information.

Compliance Risk Management Program

The College’s Compliance Program ("Program") is intended to demonstrate in the clearest possible terms the absolute commitment of the College to the highest standards of ethics and compliance with all applicable laws, policies, rules and regulations. A College-wide Compliance Committee representing all major compliance areas provides program direction. The Compliance Officer is responsible for the execution of the Program.

Compliance issues should be addressed through normal administrative channels. However, a reporting procedure has been established as a way for employees to report instances of suspected non-compliance outside the normal chain of command in a manner that preserves confidentiality to the extent allowed by law. Information about the reporting procedure may be addressed to the Compliance Officer at 404-681-7589, or via the confidential hotline at 1-888-299-9540.

* The term "employees of the College includes all officers, administrators, faculty, classified and non-classified staff, and professional personnel employed by the College.
1. Ethical Standards

Ethical behavior is expected of every employee of the College. Management personnel at every level are expected to set an ethical “tone at the top” and to be role models for ethical behavior in their departments. They should create a departmental culture that promotes the highest standards of ethics and encourages everyone in the department to voice concerns when unethical behavior or incidents of non-compliance with applicable laws, policies, rules or regulations arise. Each employee has a personal obligation to report any activity that appears to violate such laws, policies, rules and regulations.

2. Contacts with the Media, Government and Outside Investigators

The College intends to cooperate in government investigations of the College or employees with due consideration given to the legal rights of the College and its employees. If a subpoena, other legal document, or inquiry from an external governmental agency related to college business is received by an employee, whether at home or in the workplace, such employee is obligated to notify their supervisor immediately. If contacted at home by an external governmental agent, without a search warrant or a subpoena, concerning business of the College, the employee should request that the agent make such contact at work the next business day, and immediately contact his or her supervisor.

The Office of Communications acts as the spokesperson for the College. If an employee is contacted by a member of the media, the media representative should be referred to the Office of Communication. An exception is made for faculty members who are contacted about items relating to their area of expertise.

3. Records and Information

Confidential Information

All documents generated in the regular course of business by the College are confidential and propriety and are not generally available to the public.

Accuracy of Records

Employees are required to maintain the integrity and accuracy of business documents and records for which they are responsible. No one may alter or falsify information on any record or document.
Retention and Disposal of Records

The College recognizes the need for orderly management and retrieval of all official records and a documented records retention and destruction schedule that is consistent with state and federal laws and regulations. Questions about specific record retention requirements should be directed to the Compliance Officer.

4. Workplace Conduct and Employment Requirements

Fraud

The minimization of fraud, waste, and abuse is the responsibility of all College employees. The College has established a policy regarding internal investigations of suspected defalcation (embezzlement), misappropriation, and other fiscal irregularities.

Equal Employment Opportunities

Under the terms of applicable laws and regulations, the College does not discriminate against employees or applicants for employment on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

Sexual Harassment and Sexual Misconduct

The College is committed to the principal that the working environment should be free from inappropriate conduct of a sexual nature. Sexual misconduct and sexual harassment are unprofessional behaviors and employees who engage in such conduct will be subject to disciplinary action, including termination.

Overtime Compensation

The Fair Labor Standards Act (“FLSA”) entitles non-exempt employees of College who are required or permitted to work in excess of forty hours in a workweek to additional compensation for such excess hours by receiving payment for overtime at the rate of time and one-half times their regular pay. Part-time employees must be paid for hours worked over the appointed hours.

Family and Medical Leave Act

An employee may request and receive a leave of absence without pay for up to twelve weeks per year for certain family and medical reasons as specified by the Federal Family and Medical Leave Act of 1993 (“FMLA”) and accompanying regulations.
regulations governing the FMLA. This is a leave program that has specific eligibility requirements and restrictions.

**Exempt and Non-Exempt Time Keeping**

The *Fair Labor Standards Act* requires accurate time and leave records for all non-exempt employees of the College to be maintained by the Office of Human Resources. That office also maintains leave records for exempt employees. Guidelines and procedures to determine positions that qualify for exemption under the FLSA are set forth in the Office of Human Resources.

**Outside Employment**

The first responsibility of the faculty and staff is to the College, and outside professional commitments must not interfere with a faculty or staff member’s responsibility the College. No member of the faculty or staff shall accept outside employment, temporary or regular, that actually or potentially results in any conflict of interest with or intrudes upon or detracts from the individual’s responsibilities to the College, or to its programs, policies, and objectives.

Consulting and other professional commitments that present this result or the potential for such a result also must be avoided. No full-time employee shall be employed in any outside work or activity or receive from an outside source a regular retainer fee or salary until a description of the nature and extent of the employment has been filed with and approved by your supervisor and the appropriate Vice President.

**5. Health and Safety**

**Workplace Health and Safety And Protection Of The Environment**

All employees should perform their duties in compliance with all applicable institutional policies, federal, state and local laws and regulations, and standards relating to the environment and protection of worker health and safety. You should become familiar with and understand how these laws, standards, and policies apply to your specific job responsibilities and seek advice from your supervisor or the Safety Officer, as needed. Each employee is responsible for advising the employee’s supervisor or the Safety Officer of any serious workplace injury or any situation presenting a danger of injury so that timely corrective action may be taken. The Safety Officer may be reached at 404-653-7812.
Drug, Alcohol, And Weapon-Free Workplace

The unlawful manufacture, distribution, possession, or use of a controlled substance in or on any premises or property owned or controlled by the College ("College property") is prohibited. Any employee found guilty (including a plea of no contest) or who has a sentence, fine or other criminal penalty imposed by a court for an offense involving a controlled substance that occurred in or on College property shall report such action to the employee’s supervisor or to the Office of Human Resources within five (5) days.

Unauthorized use or possession of alcohol while on duty is prohibited, as is the use of alcohol, an illegal drug, or a controlled substance, while not on duty, in a way which may adversely affect job performance or the safety of other employees, students, or visitors. An employee who unlawfully manufactures, sells, distributes, possesses or uses a controlled substance on College property, regardless of whether such activity results in the imposition of a penalty under a criminal statute, will be subject to appropriate disciplinary action, including termination, or will be required to participate satisfactorily in an approved drug assistance or rehabilitation program or both.

Weapons of any kind (including toy weapons) are not allowed on College property with the exception of licensed peace officers. Individuals who hold a license to carry a concealed weapon may have a weapon in their vehicle parked on College property as permitted under State law.

6. Use of College Resources

Contracts and agreements

No employee is authorized to sign a contract or agreement that purports to bind the institution unless that employee has official written delegated authority to do so by the Board of Trustees or the President. Do not sign a contract or agreement on behalf of Morehouse College. The President, the Vice President for Business Affairs, and the Provost, in their absence, are the only individuals authorized to execute (sign) contracts on behalf of the College.

Use of College property

An employee may use College property and assets, including human resources time, only for college purposes. As a general rule, the personal use of any College property or asset is prohibited. Incidental personal use of the College’s e-mail system, a telephone to make a local telephone call, or the Internet, provided that the use complies with applicable College policies and does not result in additional cost to the College, is permissible. Direct any questions you might have about the use of College property to your Supervisor.

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Computer software

Employees who use software licensed to the College must abide by applicable software license agreements and may copy licensed software only as permitted by the license. Direct any questions you have about applicable software license agreements to your supervisor or the Office of Information Technology.

7. Information

Security and acceptable use

The College’s information resources may be used only for official institutional purposes. Every employee has a responsibility for maintaining the security and confidentiality of the College’s information resources and must comply with information security policies and procedures. An employee may access or disclose confidential and sensitive information only as permitted by contract, state or federal law or regulation, the scope of the employee’s employment, or approved College policy.

Computer access, passwords and other confidential information

No employee may knowingly access a computer network or system without the effective consent of the owner, and may not intentionally or knowingly disclose a password, identification code or number, debit card or bank account number, or other confidential information about a computer security system without the consent of the person employing the security system.

8. Purchasing

No employee may expend College funds for any purchase unless the person is authorized to make the purchase. The purchase must be made in accordance with all institutional purchasing procedures.

9. Copyright and Intellectual Property

Photocopying of copyrighted material

Most works should be presumed to be copyright protected, unless further information from the copyright holder or express notice reveals that the copyright holder intends the work to be in the public domain.
Permission must be obtained from the copyright owner to copy copyrighted materials where (a) copying is not fair use.

**Intellectual property**

The College owns the intellectual property created by its students and employees if the intellectual property is created by an employee within the scope of employment; created by an employee on time with the College pursuant to a signed contract; fits within one of the nine categories of works considered works for hire under copyright law; or results from research supported by federal funds or third party sponsorship. An employee must disclose the intellectual property created by the employee to the College well before the employee submits any information about the intellectual property for publication, or makes any public disclosure or even a private disclosure to a commercial entity.

**10. Political Activities and Contributions**

**Political activities**

An employee may participate in political activities only if such activities are not conducted during work hours; do not interfere with the discharge and performance of the employee’s duties and responsibilities; do not involve the use of equipment, supplies, or services of the College; do not involve the attempt to coerce students, faculty, or staff to participate in or support the political activity and do not involve College in partisan politics.

**Political contributions**

Political contributions from any source College funds are prohibited.

**11. Gifts and Gratuities**

**Gifts made to influence decisions**

An employee must not accept or solicit any gift, favor, or service that might reasonably tend to influence the discharge of the employee’s official duties or that the employee knows or should know is being offered with the intent to influence the employee’s official conduct.

**Honorarium**

An employee must not solicit, accept, or agree to accept an honorarium paid to the individual in consideration for services that the employee is requested to
provide due to the employee’s official position or duties.
Who do I contact?
College Compliance Officer

General Information and Confidential reports

e-mail: dcoleman@morehouse.edu
Hotline: 1-888-299-9540

Additional Information:

Policies and Procedures Manual

Office of Human Resources Web Page:

Specific References:

Family and Medical Leave Act

Sexual Harassment and Sexual Misconduct

Intellectual Property Policy