

# CODE OF CONDUCT POLICY

Policy #	AD-109	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

## 1. Purpose

- 1.1 The Code of Conduct Policy aims to maintain the reputation of FBSU as a leading multi-cultural education and research institution.
- 1.2 All FBSU faculty and staff members while working for or representing the University, should meet acceptable standards of the community and show respect for the law and the rights of others. This will provide a safe and productive work environment while adhering to professional standards of behavior that foster and promote order, respect and dignity at work.
- 1.3 This Code is an overview of business conduct. It will not provide rules and regulations for all situations you may encounter at work.

## 2. Definitions

- 2.1 **Code of Conduct** is a set of guidelines intended to support ethical behavior at FBSU. It is a guide based on our University values, and gives an overview of those key policies, practices and behaviors that define the standards of business conduct to which we hold ourselves accountable.
- 2.2 **Commercial solicitation** is the promotion or sale of products, merchandise or services for the benefit or profit of individuals.

## 3. Policy

- 3.1 Employees are expected to comply with the Code of Conduct and the policies and practices it represents. Violations of the Code of Conduct, policies or practices may result in disciplinary action up to and including dismissal.
- 3.2 Each person is responsible for ensuring that his/her own conduct and the conduct of anyone reporting to him/her fully comply with FBSU's policies.
- 3.3 FBSU expects its employees to:
  - 3.3.1 Fulfill their work obligations to the best of their abilities.
  - 3.3.2 Maintain the highest standards of courtesy and service in dealing with customers and members of the public.
  - 3.3.3 Behave towards colleagues, superiors and subordinates with courtesy and consideration, in accordance with the University values and standards.
  - 3.3.4 Maintain the confidentiality of FBSU information entrusted to them (*See the related Confidentiality guideline*).
  - 3.3.5 Take all required and reasonable steps to protect their own safety, the safety of colleagues, customers and members of the public, and the safety and security of FBSU equipment and facilities.
  - 3.3.6 Decline any gifts or benefits offered in the course of their work (*See the related Gratuities and Gifts guideline*).

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- 3.3.7 Avoid doing work similar to their work in the company, either on their own account or for another organization (See the related Conflict of Interest guideline).
- 3.3.8 Abide by all policies, regulations, and guidelines issued by the Administration department and any other administrative units or imposed by law in connection with the use or occupation of FBSU property. Property owned by the University is intended to be used for university business purposes only (See the related Use of University Property guideline).
- 3.3.9 Project an air of professionalism in their dress (See the related Office Attire guideline).
- 3.3.10 Avoid smoking inside University premises and vehicles (See the related Smoking guideline).
- 3.3.11 Avoid both commercial and non-commercial solicitations on campus and during work time. (See the related Non-Solicitation guideline).
- 3.3.12 Every FBSU employee has the right to a workplace free from harassment. (See the related Harassment guideline).
- 3.4 FBSU makes its employment decisions based on each person's qualifications and abilities, and not on race, nationality, ethnic origin, religion, age, sex, family status or disability.
- 3.5 Violations of this code or any fraudulent acts will result in the taking of appropriate disciplinary action, up to and including, discharge from employment. Disciplinary action will be taken in accordance with the Procedures applicable to faculty or staff, as the case may be.
- 3.6 Conduct representing a violation of this code may, in some circumstances, also subject an individual to civil or criminal charges and penalties.

#### 4 Related Documents

- 4.1 Confidentiality guideline (AD-109-G1)
- 4.2 Gratuities and Gifts guideline (AD-109-G2)
- 4.3 Duality of Interest guideline (AD-109-G3)
- 4.4 Use of University Property guideline (AD-109-G4)
- 4.5 Office Attire guideline (AD-109-G5)
- 4.6 Smoking guideline (AD-109-G6)
- 4.7 Non-Solicitation guideline (AD-109-G7)
- 4.8 Confidentiality Agreement Form (AD-109-F1)
- 4.9 Conflict of Interest Form (AD-109-F2)