



## **Code of Ethical Conduct (6.9)**

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### **PURPOSE**

The purpose of Tennessee State University's Code of Ethical Conduct is to establish realistic expectations of behavior for all Tennessee State University employees.

### **POLICY**

It is the policy of Tennessee State University that all employees are expected to not only conduct themselves in a professional manner but to facilitate a highly professional academic and professional business environment which epitomizes the standards of professionalism and academic achievement as set forth by these policies.

### **STANDARDS OF CONDUCT**

1. Tennessee State University policies create a positive work environment in which all employees, regardless of race, color, national origin, sex, age, physical disability, religious affiliation or sexual orientation can enjoy equal opportunities in their employment relationship with the University.
2. Tennessee State University employees are expected to demonstrate and maintain the highest standards of decency, personal integrity, truthfulness and honesty and shall, through personal conduct, inspire public trust and confidence in the University. Any employee's conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or creating any intimidating, hostile, or offensive work environment, based on any of the protected classes mentioned above, is also unlawful and will not be tolerated.
3. Tennessee State University has established a strict policy prohibiting unlawful harassment of employees including implied or expressed forms of sexual and racial harassment, to which all employees are expected to adhere.

4. Bullying shall be defined as:
  - Persistent singling out of one person.
  - Repeatedly shouting or the raising of voice at an individual in public and/or in private.
  - Repeated and consistent public humiliation or reprimands in any form.
  - Repeated criticism on matters unrelated or minimally related to the person's job performance or description.
  - Repeatedly accusing someone of errors which are not documented.
  - Spreading rumors or negative gossip about individuals.
  - Encouraging others to disregard a manager's instructions.
  - Manipulating the ability of someone to do their work (e.g., overloading/underloading of work, withholding information, assigning meaningless tasks, knowingly setting deadlines that cannot be met, deliberately giving ambiguous instructions or supplying incorrect information) and encouraging others to collectively participate in these behaviors.
  - Assigning menial or demeaning tasks not in keeping with the normal responsibilities of the job as outlined in the job description.
  - Refusing reasonable requests for leave without legitimate work-related justification.
  
5. Bullying is distinguishable from supervisory activities in that bullying is a habitual pattern of intentional, intimidating, socially damaging behavior designed to negatively impact a person's career or reputation. Behaviors that *are not* workplace bullying includes but are not limited to:
  - Occasional conflict or disagreement.
  - Being a demanding supervisor.
  - Withholding resources for a legitimate reason.
  - Holding staff accountable for clearly communicated job expectations.
  - Consistent, appropriate and documented disciplinary action.
  
6. Tennessee State University employees shall be fit for duty and strive to meet the highest standards of professional performance and to make the most effective use of University resources.

7. Tennessee State University employees shall refrain from accepting preferential benefits based solely on public employment and shall refrain from giving preferential benefits to employees, relatives and citizens of the state.
8. Tennessee State University employees shall not accept fees, gifts, payment for experience or any other thing of monetary value which will give rise to: (1) the preferential treatment of any student, employee and/or citizen (2) the loss of impartiality in decision making.
9. Tennessee State University employees shall not disclose, use or allow others to use confidential information acquired by virtue of employment with Tennessee State University or other confidential sources except as provided by law.
10. Tennessee State University employees are expected to avoid any situation that will have the effect of compromising the integrity of the University, or creating a conflict of interest regarding use of state property, equipment, facilities, time or investments for private gain.
11. Tennessee State University employees are expected to maintain the public trust by exposing corruption and legal violations in any area.
12. Tennessee State University employees are expected to conform to all federal, state and local government legal responsibilities that are normally expected of a citizen of the state.

## **REPORTING VIOLATIONS OF THE CODE OF CONDUCT**

Anyone with information regarding an employee engaging in any activity is expected to report such violations to their immediate superior, except when it appears the supervisor is involved. If the immediate supervisor is involved, the problem should be presented initially to the next higher managerial or administrative level. Immediate supervisors should consult with Human Resources and one or more of the following shall be involved; Immediate Supervisor, Director, Applicable Vice President, and/or Internal Audit.

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## **REFERENCES**

TSU Policy 6.6.1 "Affirmative Action and Equal Employment Opportunity"

TSU Policy 6.6.2 "Sexual Harassment"

TSU Faculty Handbook

# TSU Student Handbook

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