



## University College of the Cayman Islands

### **POLICY NO: 04.10.01 – ETHICAL CONDUCT**

**Title:** Ethical Conduct

**Policy No.:** 04.10.01

**Purpose:** This policy aims to articulate UCCI's responsibilities to students and to all employees of UCCI – all employees are responsible for ethical conduct in all they do as employees of and/or on behalf UCCI.

**Category:** Staff

**Classification:** Standards, Grievances and Discipline

**Approval Authority:** *Board of Governors; President*

**Implementation Authority:** *President*

**Approved:**

**Effective Date:**

**Latest Revision:**

## 1. POLICY STATEMENT

This policy aims to articulate UCCI's responsibilities to students and to all employees of UCCI – all employees are responsible for ethical conduct in all they do as employees of and/or on behalf UCCI. Each employee is responsible for:

- personal and professional integrity,
- respect for persons,
- accountability,
- fairness and sound judgment, and
- mutual respect for diversity

## 2. SCOPE

This policy is applicable to all employees of UCCI.

## 3. PROCEDURES

The following are areas of unethical conduct:

- (1) Adherence to Law: UCCI employees are responsible for understanding and adhering to applicable laws, specifically as they pertain to unique College activities and situations.
- (2) Telephone/Email Systems: Employees are to use institutionally funded telephone and other communication systems for the benefit of the UCCI. All employees shall comply with UCCI policy regarding personal communication paid with institutional funds. Digital electronic files are College property and may be subject at any time to information requests and College acquisition.
- (3) Conflict of Interest: Employees shall not engage in activities that substantially conflicts with the discharge of the employees' duties to the College. Examples include Policies pertaining to outside employment are governed under **Policy No: 06.03.01**, benefiting others, and self-dealing.
- (4) Controlled substances and alcohol use as outlined in **Policy No: 02.01.03**
- (5) Criminal Offense: College employees may be subject to criminal proceedings and penalties if they intentionally use their employment in order to obtain a benefit or to harm another person. An employee is required to report any criminal charges filed against themselves to their supervisor within five (5) working days.
- (6) Employee/Student Relationships: No employee shall engage in an amorous and/or sexual relationship with a student over whom the employee has evaluative, counseling, or supervisory responsibilities.
- (7) Employee Work Time: The College expects employees to perform College work during their normal work hours and to leave personal activities for non-work hours.

- (8) **Equal Treatment:** College employees shall treat all people with respect and shall promote equal access within their job responsibilities without regard to race, color, ethnicity, age, sexual orientation, unrelated criminal history, pregnancy, marital and family status, nationality, veteran status, creed, gender, national origin, disability.
- (9) **Equipment and Supplies:**
  - (a) **Equipment:** College issued office/instructional equipment is provided for the conduct of College activities. However, personal use of College equipment is permitted as long as there is no additional accrued cost to the College as a result of this use; the use does not interfere with nor interrupt College operations.
  - (b) **Supplies:** Employees are to use College purchased supplies, photocopies and other consumables for institutional purposes only.
- (10) **Gifts:** Employees shall not accept, directly or indirectly, any gift, favor, service, or other things of value under for the purposes of influencing the discharge of their duties to the College. The employee should refer to **Policy 06.02.03 Gifts Receipts and Acceptance**
- (11) **Institutional Credit Cards:** Employees shall not use the College-issued credit card for personal expenses unrelated to institutional business.
- (12) **Liability for Property Loss:** An employee may be liable for the loss sustained by the institution for damage to property as a result of gross negligence by an employee. See policy on technology use, **Policy 05.01.05 Faculty and Staff Information Technology Use**
- (13) **Misuse of Position:** use their employee position to secure financial gain, authorized privileges, or others with whom the employees associate.
- (14) **Non-public information:** maintain in strict confidence and security all information in her/his possession about the institution.
- (15) **Political Involvement:** an employee shall not use institutional time, or other resources to work on a political campaign, unless otherwise permitted by the President.
- (16) **Private Information:** disclosure of information about a student or employee is considered private information, with the following exceptions:
  - (a) Students may access their own grades, and their own personnel files using the UCCI information Portal "MYUCCI". The College will identify the information about employees and/or students which is directory information under "FOI".
  - (b) All requests by third parties for information from College education, employee records, or students must be made in writing to the UCCI's FOI representative, and will be disclosed only in accordance with FOI.
- (17) **Sexual Harassment:** Sexual harassment is unacceptable at UCCI.

- (18) Sexual Misconduct: All acts of indecent public display are prohibited at the College and incidents of sexual misconduct should be reported to the immediate supervisor and/or the Dean of Administration.
- (19) Software: Employee should adhere to the policy on technology use, **Policy 05.01.05 Faculty and Staff Information Technology Use**
- (20) Vehicles: College vehicle should be used for official business of the institution.
- (21) Taping or Recording of Employee Communications and Meetings: recording communications between employees and/or other persons at the College is prohibited. Designated administrative meetings and hearings at the College may be tapped in plain view and everyone in attendance is aware of the recording taking place. Administrative systems, such as voice mail, are exempted.

## **4. PROCEDURES FOR RESOLUTION**

### **4.1 DUE PROCESS**

This procedure consists of two parts. The employee will be informed in advance what conduct is unacceptable and the consequences of such conduct.

Secondly, the employee will be given a statement of the charges against him/her and a fair opportunity to be heard and to present witnesses before a decision is rendered (procedural due process).

### **4.2 EXPECTATIONS OF PROCESS**

- (1) Department supervisors will ensure that all those they supervise are aware of this policy. Supervisors should be alert to any actions that may be in violation of this policy. Supervisors are responsible for taking prompt necessary steps, including recommendations for appropriate disciplinary action, to ensure and maintain a working environment free from employee misconduct.
- (2) Supervisors will respond quickly and equitably to all allegations regarding ethical violations to ensure a consistent application of the appropriate College policy and procedures.

### **4.3 STEPS FOR RESPONDING TO ALLEGED VIOLATIONS**

Whenever possible every attempt should be made to resolve a concern about alleged unethical behavior with the parties involved. If such a resolution is not possible, the following steps should be followed:

- (1) Employees should present their concerns to the relevant supervisor of the area in which the alleged violation is occurring.
- (2) The supervisor will discuss the concern with the employees involved and with other appropriate persons, including the Dean of Administration Office and appropriate supervisor and will make a decision as to the merits of the complaint within 2 working weeks.

- (3) Supervisors are responsible for ensuring the alleged misconduct is promptly investigated via the appropriate College policy and procedure.
- (4) All College personnel are required to cooperate in all proceedings conducted pursuant to this policy. Failure or refusal to cooperate in, or interference with, any investigation or proceedings conducted pursuant to this policy will result in disciplinary action up to and including termination.

When an employee is not satisfied with the supervisor's response, action, and/or in cases where the immediate supervisor is involved in the alleged violation, or outcome to their initial claim, an employee may refer the case to the second level supervisor (normally, to the relevant Dean).

## **5. SANCTIONS**

If there is merit to an allegation:

- (1) Sanctions for employees should be determined in accordance with those sanctions set forth in the policy outlining the range of sanctions, including those articulated in the employee contract of employment for breach of contract.
- (2) Violations will be referred to the President and may require the involvement of others, including Board of Governors, and Law Enforcement.
- (3) The President may impose on supervisors who are made aware of potential ethical violations and who fail to investigate and/or act on findings of merit.

## **6. IMPLEMENTATION AUTHORITY**

The President or his/her designee shall ensure that University staff are aware of this policy and related procedures;

## **7. LINKS TO RELATED POLICIES, FORMS, GUIDELINES**

**Policy No: 02.01.03**

**Policy 05.01.05 Faculty and Staff Information Technology Use**

**Policy 06.02.03 Gifts Receipts and Acceptance**

**Policy No: 06.03.01**

## **8. RELEVANT LEGISLATION**

None