



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of Vice
President for Business Affairs**

Policy No: AP-BA-49.2
**TITLE: University of New Orleans
Employee Code of Conduct**
EFFECTIVE DATE: March 28, 2014
CANCELLATION:
REVIEW DATE: Spring 2016

PURPOSE

To establish standards of professional conduct that support and reinforce the values, activities, and mission of the University of New Orleans. The provisions of this code should be generally construed and applied to further these objectives.

AUTHORITY

Part Two Chapter III Section IV of the rules and bylaws of the University of Louisiana System.

GENERAL POLICY

All employees will adhere to the articles of the University of New Orleans Employee Code of Conduct. The standards of this code do not affect or preclude other more stringent standards required by law or by other University policy.

The articles of the University of New Orleans Employee Code of Conduct shall be as follows:

Article 1 – All employees, as public employees of the State, will adhere to the Louisiana Code of Governmental Ethics as codified in LA R.S.42:1101 et seq.

Article 2 – An employee of UNO should uphold the honor and integrity of his position by conducting himself in a manner that reflects honesty, fairness, compassion, efficiency, and excellence. A UNO employee is hard-working, patient, dignified, respectful, and courteous to all around him. He is faithful to professional standards and maintains competence in his field while supporting the values and mission of the University appropriate to his position.

Article 3 – An employee of UNO should avoid impropriety and the appearance of impropriety in all activities including perceived conflicts of interest. A person has a conflict of interest when the person is in a position of trust which requires him to exercise judgment on behalf of others (people, institutions, etc.) and also has interests or obligations of the sort that might interfere with the proper and unbiased exercise of his judgment, and which the person is morally required to either avoid or openly acknowledge. A UNO employee should not: (i) engage in any activities that would put into question the propriety of his conduct, (ii) allow family, social, or other relationships to influence workplace conduct or judgment, (iii) use his position to advance or to appear to advance the private interests of others, and (iv) improperly use his public employment for private gain.

Article 4 – An employee of UNO should adhere to all applicable laws, policies, and standards in the performance of his duties and the expression of his conduct. These include federal, State, and local laws, University of Louisiana and UNO policies, and the standards of professionalism established by the employee’s chain of command.

Article 5 – An employee of UNO should, at all times, respect the dignity of his environment and of all people with whom he encounters. A UNO employee should personally observe high standards of conduct so that the integrity and mission of the University are preserved and the employee's office reflects a devotion to serving the public. UNO employees should require adherence to such standards by personnel subject to their direction and control to enhance the workplace and campus environment.

A handwritten signature in black ink, appearing to read 'P. J. Fos', written in a cursive style.

Peter J. Fos, Ph.D., M.P.H.
President
University of New Orleans