



**THE UNIVERSITY of
NEW ORLEANS**

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

Policy No: AP-BA-49.6
TITLE: Employee Code of Conduct
EFFECTIVE DATE: March 28, 2014
 (*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Spring 2024

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 will uphold the honor and integrity of their position by conducting themselves 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 them. They are faithful to professional standards and maintain competence in their field while supporting the values and mission of the University appropriate to their position.

Article 3 – An employee of UNO will 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 them 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 their 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 their position to advance or to appear to advance the private interests of others, and (iv) improperly use their public employment for private gain.

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

Article 5 – An employee of UNO will, at all times, respect the dignity of their environment and of all people with whom they encounter. 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 will require adherence to such standards by personnel subject to their direction and control to enhance the workplace and campus environment.

Article 6 - An employee of UNO will prioritize health and safety of the campus community. As a result of the COVID-19 pandemic, and in alignment with City and State guidelines, employees are required to wear face covering over the nose and mouth when indoors in any UNO location except when any of the following circumstances apply:

- a) The employee is unable to wear a face covering due to a documented medical condition;
- b) The employee is actively consuming food or drinks;
- c) The employee is communicating with someone who has or is suspected of having a communication disorder;
- d) The employee is giving a speech for broadcast or to an audience;
- e) The employee is temporarily removing their face covering for identification purposes.



John W. Nicklow
President
University of New Orleans

**Policy Updates:*

*Revisions: 01/18/2022
10/07/2021
08/12/2021
05/27/2020*