

## Ethical Conduct

### Policy Statement

Bethlehem University is an educational community, which exists to further the pursuit and dissemination of knowledge and understanding through teaching and scholarship. For this reason, the University aims to ensure a climate on campus of honesty, tolerance and respect for individuals and property. The University is committed to sustaining an institutional environment that supports and rewards its members on the basis of such relevant factors as work performance and achievement. All forms of harassment, exploitation, intimidation, discrimination, dishonesty and any abuse of teaching or supervisory authority are contrary to this commitment. Therefore, the University has a responsibility to deal effectively, quickly and fairly, at the appropriate level, with any situation involving claims of such harmful and unethical behavior.

### Standard Ethical Responsibilities

Employees must meet their responsibilities as stated in the appropriate handbook and others relevant to their job descriptions and policy statements.

- i- As a Lasallian university, Bethlehem University emphasizes positive relationships within the university community. We are sisters and brothers to each other and older brothers and sisters to the young people entrusted to our care. As such we treat students and colleagues with mutual tolerance and respect, avoiding any conduct that could reasonably be seen as exploiting, harassing, intimidating or discriminating. In light of this, the University considers that close, intimate and/or exclusive relationships between staff and the students whom they teach, assess or are otherwise responsible for, raise serious questions of conflict of interest, trust and confidence and dependency in working relationships and of equal treatment in teaching, learning, selection, assessment and research. For the protection of staff and students the boundaries and moral obligations of the professional role of staff must be fully recognized and respected. Staff should recognize their professional and ethical responsibilities to protect the interests of students, to respect the trust involved in the staff/student relationship and to accept the obligations inherent in that responsibility.
- ii- In their dealing with people, material goods and contractual obligations at the University, employees must maintain the highest standard of integrity and honesty, including intellectual honesty.
- iii- Employees must not make unauthorized use of the University's name, resources, facilities or equipment on a significant scale for personal, commercial, political or religious purposes.
- iv- No one may intentionally represent his or her personal views as a statement of the position of the University or any of its agencies.
- v- Teachers have a responsibility to strictly enforce the regulations of the University with regard to student cheating and/or plagiarism.

#### 5.2.1. Rights

- i- Any member of the University community who has reason to believe that he/she has been treated in violation of a principle stated in this Policy is urged, to contact the immediate supervisor, unless that person is seen as the source of violation in which case the employee contacts the higher level authority.
- ii- Employees and students have the right to seek clarification and reconciliation in disputed matters, to lodge complaints, and to participate in proceedings without reprisal or threat of reprisal.

### Specific Principles

Without limiting the above policy statement and statement of standard ethical responsibilities, the following shall be taken as violations of the Policy on Ethical Conduct.

- i- **Exploitation** is defined as comment or behavior that is intended, or can reasonably be seen as intended, to use another person for selfish or unethical purposes.
- ii- **Harassment** is defined as engaging in a course of vexatious comment or conduct that is

known, or ought reasonably to be known, to be unwelcome. Sexual harassment includes comment or conduct where acceptance of sexual advances is a condition of education or employment, or where rejection of sexual advances negatively impacts decisions that concern the recipient, or where unwelcome sexual advances, comment, conduct or communication interferes with the recipient's work or study.

- iii- **Dishonesty** is defined as language or behavior that is untruthful, not conforming to fact, and that is deceptive or fraudulent. Intellectual dishonesty is specifically that language or behavior that intentionally misappropriates the writings, research and findings of others.
- iv- **Intimidation** is defined as hostile comment or conduct that frightens, discourages or inhibits the recipient by, or as if by, threats.
- v- **Discrimination** is defined as any action or behavior that results in adverse or preferential treatment based on political grounds, or reasons of race, religion, sex, sexual orientation, ethnic origin, national origin, ancestry, age, marital status, medical condition, handicap, or other arbitrary reasons.