

Employee Code of Conduct

1. Introduction and Application.

This Code of Conduct is adopted in accordance with SBHE Policy 308.1 and applies to all Mayville State University employees. The State Board of Higher Education and Mayville State University are committed to uphold the highest ethical and professional standards. All Mayville State University employees must comply with all laws and regulations as they apply to the activities of the employee related to employment at Mayville State University. Activities that achieve results unlawfully or by unethical behavior - including, but not limited to, payments for illegal acts, indirect contributions, rebates, and bribery - are not tolerated. Employees who have information concerning a possible violation of this Code or are uncertain about application or interpretation of any legal requirement should report the matter to their supervisor or utilize the fraud hotline, when appropriate.

2. General Employee Conduct.

Mayville State University supports an environment that is free of discrimination or harassment as stated in policy M603.1.3 Anti-Harassment/Hostile Work Environment. All employees are expected to conduct themselves in an appropriate manner, including modeling the MSU Strategic Plan Goal, "Enhance a culture of personal service in which the evolving needs of our students and customers are met.

Violation of applicable laws or policies governing possession and use of alcoholic beverages or drugs, including the Drug Free Workplace Act, SBHE Policy 615 or institution policies, is cause for dismissal or other discipline. Likewise, sexual or other harassment (including actions contributing to a hostile work environment) in violation of federal or state law, SBHE Policy 603.1 or Mayville State University policy, is cause for dismissal or other discipline.

As stated in the MSU core values "we act with **integrity** in all we do. *We demonstrate integrity through honesty and loyalty to our institution, high ethical standards, respect for others, being responsible and accountable for our actions, and having open communication.*" With this serving as our foundation, Mayville State University requires all employees to act professionally in their interactions with others including:

- A. Following training and job specific requirements as stated in the employee's job description or appointment letter, or as assigned by respective department or unit,
- B. Respecting the value, creativity, and diversity of all persons, which includes diversity of opinions and professional approaches to doing things,
- C. Contributing to an environment of respectful and productive working relationships with those with whom the person interacts, and
- D. Making good faith efforts to resolve differences constructively.

3. Conflicts of Interest.

All employees are expected to perform their duties conscientiously, honestly, and in accordance with the best interests of Mayville State University. Employees must comply with applicable federal

and state laws, including SBHE Policy 611: Employee Responsibility and Activity policy. Employees may not unlawfully use their position or the knowledge gained as a result of their position for private or personal advantage. Employees are responsible for their own actions. Any individual who has concerns or questions regarding a perceived or potential conflict or regarding application or interpretation of federal or state law or SBHE policy is encouraged to communicate with a supervisor and/or utilize the fraud hotline.

4. Outside Activities and Employment.

Mayville State University employees share responsibility for good public relations, especially at the community level. Their readiness to help with religious, charitable, educational, and civic activities brings credit to Mayville State University and is encouraged. However, employees must comply with applicable federal and state laws and SBHE policies. At all times, employees must avoid other services and activities outside that create an excessive demand upon their time and attention, thus depriving Mayville State of their best efforts in fulfilling their job duties or that create a conflict of interest, or an obligation, interest, or distraction that interferes with the independent exercise of judgment in Mayville State University's best interest.

5. Relationships with Clients and Suppliers; Conflicts of Interest.

Employees must comply with applicable federal and state laws and SBHE Policy 611.4 and are responsible for being familiar with applicable laws and policies governing conflicts of interest. They should avoid investing in or acquiring a financial interest in any business organization that has a Contractual relationship with Mayville State or that provides goods or services to Mayville State University, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties.

6. Gifts, Entertainment and Favors; Kickbacks and Secret Commissions.

Excluding only de minimus contributions, such as purchase of a meal at reasonable value as part of a conference or other event with no conditions attached to such purchase and as permitted under applicable federal and state laws, employees may not accept entertainment, gifts, or personal favors that could influence, or appear to influence, decisions in favor of any person or organization with whom or with which Mayville State University has, or is likely to have, business dealings. Similarly, employees may not accept any other preferential treatment because of their position with Mayville State University, whereby the preferential treatment may influence or be perceived as influencing their official conduct. Employees may not receive payment or compensation of any kind from any source for Mayville State University duties and responsibilities, except as authorized under Mayville State University pay policies. Specifically, the acceptance of "kickbacks" or commissions in any form from vendors, suppliers or others is prohibited and any violation of this prohibition shall be cause for dismissal and result in referral for prosecution under the law.

7. Mayville State University Funds and Other Assets.

Mayville State University shall adopt and enforce strict standards to prevent fraud and dishonesty. Employees who have access to Mayville State University funds and other assets in any form must follow the prescribed procedures for recording, handling, and protecting money and other assets as detailed in applicable Mayville State University procedure manuals or other explanatory materials.

Employees responsible for spending or approving expenditure of Mayville State University funds or incurring any reimbursable expenses must comply with all applicable laws and policies and use

good judgment on behalf of Mayville State University to ensure that good value is received for every expenditure. Mayville State University funds and all other assets are for Mayville State University purposes only and not for personal use or benefit. Mayville State Employees may not use institutional or system property, equipment, supplies or staff for private or personal use, except as authorized under institutional or system policies, such as noted in Mayville State University policy M802.6.

8. Mayville State University Records and Communications.

Accurate and reliable records of many kinds are necessary to meet Mayville State University legal and financial obligations and to manage the affairs of Mayville State University. Mayville State University books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and recordkeeping must fully disclose and record all assets and liabilities and exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication, whether internal or external, including, but not limited to, false expense, attendance, enrollment, financial, or similar reports and statements, or false advertising, deceptive marketing practices, or other misleading representations.

9. Dealing with Outside People and Organizations.

Employees must take care to separate their personal roles from their Mayville State University positions when communicating on matters not involving Mayville State University business. They may not use Mayville State University identification, stationery, supplies, and equipment for personal or political matters. When communicating publicly on matters that involve Mayville State University business, employees may not represent that they speak for Mayville State University, unless that is one of their duties or they are otherwise authorized to do so. When dealing with anyone outside Mayville State University, including public officials, employees must take care not to compromise the integrity or damage the reputation of Mayville State University or the University System.

10. Prompt communications.

In all matters involving communication with Mayville State University, all employees must endeavor to make complete, accurate, and timely communications and respond promptly and courteously to all proper requests for information and complaints.

11. Privacy, Confidentiality and Open Records.

Employees must comply with applicable laws, regulations and SBHE policies concerning privacy, confidential records, access to open records and records retention. Employees shall report suspected violations of this Code to their superior, or appropriate administrative official. In cases that involve the employee's superior, suspected violations shall be reported to the superior's supervisor or designee. Alleged violations of this Code involving Mayville State employees shall be investigated by the appropriate officer. Investigations may be conducted by, or in conjunction with, the Office of Human Resources and/or the Office of the Vice President of Academic Affairs. All employees shall cooperate in investigations of alleged violations. A violation of this Code is cause for dismissal or other appropriate disciplinary action, in addition to any criminal or other civil sanctions that apply.

12. Procedure for Reporting and Investigating Suspected Violations; Protection of Employees Reporting Fraud

Employees shall report suspected or known violations according to their choice of one or more of the following:

- Report the suspected or known violation to the employee's supervisor
- Report the suspected or known violation to a member of the President's Cabinet
- Report the suspected or known violation anonymously to the fraud hotline by telephone at 1-833-210-3961
- Report the suspected or known violation anonymously to the fraud hotline online at www.lighthouse-services.com/ndus

Alleged violations of this code shall ordinarily be investigated by the Director of Human Resources and office of the Vice President for Business Affairs, and employees shall cooperate in investigations of alleged violations.

Any employee who makes a report of suspected violations of this code in good faith shall be protected against retaliation of any kind; any officer or employee who retaliates or attempts retaliation in response to a good faith report shall be subject to disciplinary action or dismissal. Employees shall report suspected violations of this code according to one or more of the options listed above, and failure to report known or suspected violations is in itself a violation and may lead to disciplinary action or dismissal.

13. Employee Acknowledgement of Policy.

The NDUS office and Mayville State University shall require that each new employee review the Code of Conduct and sign writing or electronically a statement certifying the employee has read and agrees to comply with the Code. Further, all benefitted employees are required to annually certify in writing or electronically that they have read and are in compliance with the Code of Conduct.

Adopted: June 21, 2010

Reviewed: Spring, 2012;

Revised: March 19, 2012; August 27, 2019; July 25, 2022

Sponsor: Human Resource Director