

## **ACADEMIC OPERATING POLICY 01 (AOP-01) PROFESSIONAL CODE OF CONDUCT AND DUE PROCESS**

This AOP establishes guidelines for professional conduct by those acting on behalf of the Graduate School of Banking at LSU (GSBLSU), including executive officers, administrators, faculty, consultants, staff, volunteers, and other individuals employed by or representing GSBLSU in a professional capacity. It should be noted that the policies and procedures of Louisiana State University and the laws of the State of Louisiana reinforce and supersede the concepts presented in the Professional Code of Conduct.

The Professional Code of Conduct is not an attempt to define specifically what one should and should not do, but instead communicates GSBLSU's expectations of proper conduct and the professional conduct GSBLSU values. It is an expectation that the Professional Code of Conduct serves as the basis on which employees should make decisions related to the best interests of themselves, their colleagues, their students, and GSBLSU.

### **Professional Code of Conduct**

Those acting on behalf of GSBLSU have a general duty to conduct themselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of GSBLSU and take no actions incompatible with their obligations to the GSBLSU.

Those acting on behalf of GSBLSU should practice:

- Integrity by maintaining an ongoing dedication to honesty and responsibility;
- Trustworthiness by acting in a reliable and dependable manner with respect to their responsibilities;
- Evenhandedness by treating others with impartiality;
- Respect by treating others with civility and decency;
- Stewardship by exercising custodial responsibility the property and resources of GSBLSU and Louisiana State University;
- Compliance by following laws and regulations, as well as GSBLSU policies related to duties and responsibilities;
- Confidentiality by protecting the integrity and security of information such as student records, employee files, and contracts; and
- Honor by refusing to lie, cheat, steal, or tolerating those who do so.

Inappropriate employee conduct includes, but is not limited to, the following:

- Acts that are harmful to others, including intentional obstruction of others' rights, sexual assault, physical altercations, verbal abuse, discrimination, harassment, threats, and inappropriate touching;
- Acts that recklessly or intentionally endanger the mental or physical health of any member of the GSBLSU learning community;

- Engaging in any act that can be perceived as introducing a potential conflict of interest for GSBSLU, including inappropriate fraternization or sexual relationships with GSBSLU students or Louisiana State University students;
- Language indicative of disregard of others based on their racial, ethnic, and cultural backgrounds, class, gender, sexuality, religious/spiritual backgrounds, veteran status, and/or ability status;
- Excessive use of profanity or language of a sexual nature that would likely be offensive to a reasonable person in a professional environment;
- Willful destruction, unauthorized use, improper use, or unauthorized appropriation of property belonging to GSBSLU, Louisiana State University, or members of the GSBSLU learning community;
- Recording colleagues, students, or others at GSBSLU without the consent of all individuals being recorded. This applies to all manners of recording including both video recording and audio recording. GSBSLU and Louisiana State University surveillance cameras or other legitimate educational or business purposes are permitted.
- Falsifying, misrepresenting, or omitting information on any GSBSLU record;
- Conviction of any crime or misdemeanor involving moral turpitude, the nature of which reflects adversely upon GSBSLU or adversely affects the ability to perform University duties.
- Commission of any crime on GSBSLU or Louisiana State University premises or commission of a work-related crime while off campus;
- Failure to follow GSBSLU policies, Louisiana State University policies, or state/federal laws, including but not limited to behavior that compromises another's safety or contributes to hazardous conditions, violates rights to privacy, or discloses confidential information.
- Any other action, behavior, or communication that, as perceived by GSBSLU officials, adversely affects GSBSLU or threatens the sense of health, safety, and/or belonging of any member of the GSBSLU learning community.

### **Due Process**

If any member of the GSBSLU community observes or experiences a violation of the Professional Code of Conduct, that individual is expected to report the situation as soon as possible to the Vice President of Administration or Executive Director.

*Any Student Code of Conduct violations related to sexual misconduct or other civil rights violations MUST be reported to the Vice President of Administration or Executive Director as soon as possible.* If someone is in immediate danger or a victim of sexual assault, please call 911 and then report the incident to the Vice President of Administration or Executive Director.

Upon a report of a violation of the Professional Code of Conduct, GSBSLU administration shall investigate the allegations by talking to all parties involved and make a decision regarding the violation. In some situations, the administration may elect to form an Internal Review Committee (IRC) to review the case and issue a decision. The IRC will be composed of at least two members of the GSBSLU administration and one faculty member. Upon notice of

disciplinary action from the Executive Director or the IRC, the individual in violation of the Professional Code of Conduct shall have fifteen days from receipt of the decision to submit a written appeal to the Executive Director. The Executive Committee of the school will then convene to review the situation and make a final decision regarding disciplinary action.