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Employee Code of Conduct



Dear Colleague,

The Messiah University Employee Code of Conduct is intended to be a central guide and reference for you in support of your daily decision making as employees of Messiah University. It is intended to illuminate the link between the mission of Messiah University and the behavior expectations of the members of this community. This information is not new for Messiah University. Rather, policies and expectations from our existing foundational documents (Foundational Values, Apostles' Creed, Confession of Faith and Community Covenant), the Human Resources Manual and the Community of Educators Handbook have been organized into a summary designed to be a comprehensive resource for all employees.

This Code of Conduct is about understanding the University's expectations as we seek to cultivate an environment of faith-based ethical conduct. This document also underscores the importance of personal responsibility and integrity as members of the Messiah University community.

As you read through this Code of Conduct, please remember that each member of our community is expected to incorporate, and to encourage others to incorporate, the University's values and faith-based ethical standards into our work and our working environment. Your dedication and commitment to the behavioral expectations of this community contributes to the fulfillment of Messiah University's mission on a daily basis. Thank you for all you do to serve the University.

Sincerely,

Kim S. Phipps
President

Christine J. Gardner
Provost

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This document is meant to describe behavioral expectations for all employees. This is a summary of existing policies derived from the [Human Resources Manual](#), our [Foundational Documents](#) (Foundational Values, Apostles' Creed, Confession of Faith and Community Covenant) and the [Community of Educators Handbook](#). While this document does not include every employee regulation or policy in detail, it provides a clear code of conduct, outlining expectations for how employees live and work together. In addition, whenever we are unsure of whether or not a decision or action meets the expectations, policies and standards of Messiah University and/or the law, we should consult our supervisors or senior division leadership.

- ◆ Our senior leadership
 - ◇ Kim Phipps, President
 - ◇ Todd Allen, Vice President for Diversity Affairs
 - ◇ John Chopka, Vice President for Enrollment Management
 - ◇ Amanda Coffey, Vice President for Human Resources and Compliance
 - ◇ Christine Gardner, Provost
 - ◇ Marcelle Giovannetti, Vice Provost for Student Success and Engagement
 - ◇ Gary Nowicki, Vice President for Finance and Planning
 - ◇ Kathrynne Shafer, Vice President for Operations
 - ◇ Jon Stuckey, Vice President for Advancement
- ◆ The Office of Human Resources and Compliance
- ◆ The Department of Safety

About our code of conduct

Why do we have an Employee Code of Conduct?

Messiah University's mission — “to educate students toward maturity of intellect, character and Christian faith” — reflects the integration of our community's shared faith into every aspect of the Messiah University experience. Our Code of Conduct highlights Messiah University's policies and the standards of behavior that all employees are expected to follow in order to fulfill this mission.

Additionally, our Code of Conduct helps us to identify potential issues, lists resources where we can find more information and outlines our reporting options when we have a concern. It also serves as a reminder to treat others with grace, kindness and respect.

Who must follow our Code of Conduct?

Our Code of Conduct applies to all full-time and part-time employees in the Messiah University community, including faculty, adjunct faculty, staff, administrators and graduate assistants.

Please read our Code of Conduct carefully. If you have any questions, please speak with your supervisor or contact the Office of Human Resources and Compliance.

Does our Code of Conduct include all laws, policies and values I should know?

Our Code of Conduct summarizes many of Messiah University's policies and standards of behavior, but does not cover every law, regulation or policy that applies to your work. It is your responsibility to know, understand and follow the rules that apply to your specific position.

To read Messiah University's complete employment policies, please visit: <http://www.messiah.edu/hrmanual>

To view additional COE policies, please visit: www.messiah.edu/coehandbook

Ethical expectations founded on Christian values

We are committed to fostering an environment of uncompromising integrity consistent with our Christian faith.

Commitments

As Christians, we are committed to an environment of uncompromising integrity and faith-based ethical conduct. As members of the faculty, staff and administration of Messiah University, our actions are guided by these principles and values:

Christian faith

Our submission to Christ and commitment to Christian values will be present in all we do. We are to follow Christ's example in acting with integrity, commitment and compassion in our relationships with others.

integrity & excellence

We commit to academic integrity and institutional excellence.

freedom & responsibility

We commit to balancing personal freedom with a commitment to Christian community.

stewardship

We will be good stewards of the human, economic and natural resources entrusted by God to Messiah University.

intercultural competence

We commit to acting in ways that respect gender, disability, culture and ethnic diversity.

service

We commit to making decisions that reflect an ethic of service and a commitment to reconciliation.

Behavioral expectations rooted in our faith

Messiah University is a community of believer-scholars and practitioners who share a common mission to educate men and women toward maturity of intellect, character and Christian faith in preparation for lives of service, leadership and reconciliation in church and society. A specific code of conduct helps assure that the University fulfills its mission through nurturing personal and professional growth and maintaining a University-wide atmosphere conducive to learning and academic excellence.

Behavioral expectations

Every organized community produces rules and norms to govern behavior. This is especially true of Christian communities that seek explicitly to build Christian values and principles into the lifeways and ethos of the organization. The values and principles that inform the rules of community behavior at Messiah University are ultimately grounded in the Bible, but many are also present, either explicitly or implicitly, in the school's statement of Mission and Identity, Foundational Values, Confession of Faith and the Community Covenant. Messiah University recognizes that different Christians will have different understandings about how Christian values and principles ought to be translated into communal practice, but the University simultaneously has a responsibility to delineate and communicate the specific moral guidelines and pragmatic rules that govern life in our community. All employees, having voluntarily joined the Messiah University community, are accordingly expected to support* (see page 8) and abide by the following behavioral expectations.

- We will treat each other with dignity and respect and will not engage in speech or behavior that is abusive, threatening, intimidating, demeaning or harassing. We will avoid behavior that is manipulative, racist or sexist or materially interferes with the basic rights of others and/or the educational functions of Messiah University.

- We will speak to each other honestly and will refrain from malicious gossip and innuendo.

- We will treat each other with collegial respect, even during times when we disagree.

- We will perform our assigned responsibilities with diligence and sound judgment and follow the policies and protocols of the University.

- We acknowledge that a power differential exists between employees and supervisors and therefore avoid amorous relationships with those whose work we oversee.

- We will abide by professional standards in our relationships with students by avoiding amorous relationships with students as well as any conduct that could be experienced as unprofessional or compromised.

- We will not use tobacco products or alcoholic beverages on campus, while attending university-sponsored events, or in the presence of students. Employees will not possess or use drugs illegally.

- As a community committed to an historical biblical understanding of God's design for human sexuality the University affirms Christian marriage to be the union of one man and one woman. Because of this, the University views premarital and extramarital intercourse and same-sex sexual expression as falling outside of God's design for human sexuality. Thus, these behaviors are to be avoided.

- We will avoid conflicts of interest that advance personal gain above the benefit or interest of the University.



What does it mean to “support”?

The University expects employees to support the University’s mission and identity statement, foundational values, Confession of Faith, Community Covenant and employee Code of Conduct. To be supportive, means the following:

- Employees may hold positions that are different from the University, but, if expressed, will not take an adversarial stance against the University and will make it clear that the employee is not speaking for the University.
- Employees will be judicious when mentoring students who have questions about Messiah’s beliefs and behavior expectations for students. It is the responsibility of employees to be supportive of the University’s positions and help students understand the commitment the students have made to live according to the Student Code of Conduct while enrolled at Messiah University.
- Employees may present alternative viewpoints to ensure that students understand those perspectives. However, employees will treat the University’s position as a valid and responsible Christian approach and will not demean, seek to undermine or advocate against the University’s position even when they might not fully affirm it.



Fair employment

Messiah University does not unlawfully discriminate on the basis of any status or condition protected by applicable federal and state law. Consistent with our covenant relationship with the Brethren in Christ Church and our religious heritage, we do seek to employ people who support the values, goals and mission of the University, including living by this Code of Conduct.



Consistent with our nondiscrimination statement, the University does not tolerate abuse or harassment of employees, students or other individuals.

Other expectations about harassment can be found here:
Employees: <http://www.messiah.edu/employeeharassment>
Students: <http://www.messiah.edu/studentharassment>



Diversity

Messiah University has a strong commitment to diversity and is committed to the recruitment of diverse students and employees. This commitment is guided by the principles of professionalism and respect for each other and a keen understanding of the value that inclusive excellence brings to the fulfillment of our faith-based educational mission.

Workplace health, safety and security

Safe working conditions

We are all expected to support Messiah University's efforts to maintain a healthy and safe workplace by:

- ◆ Following all applicable workplace health and safety laws and university policies
- ◆ Cooperating with university officials who enforce these rules
- ◆ Participating in required drills and safety training
- ◆ Reporting all accidents, injuries and unsafe practices or conditions without delay
- ◆ Not reporting to work under the influence of drugs and/or alcohol



*For more information, please see:
The HR Manual:
<http://www.messiah.edu/hrmanual>
The Environmental Health & Safety
(EHS) website:
<http://www.messiah.edu/ehs>
or the EHS training on FalconLink*

Violence and weapons in the workplace

To ensure that Messiah University maintains a workplace safe and free of violence for all employees, the University prohibits at all times the possession, use or distribution of firearms, ammunition, explosives or other weapons on University property. This includes weapons carried in one's car and **please note that a license to carry the weapon does not supersede the University policy**. Likewise, brandishing a tool that could be considered a weapon (such as those that might be required by an employee's job in Safety, Dining or Facility Services) is *never* allowed. We do not tolerate threats, intimidation or violence.

Threats are unacceptable, regardless of whether:

- ◆ The person communicating the threat has the ability to carry it out
- ◆ The threat is made on a present, conditional or future basis
- ◆ The threat is made in person, through another person, in writing, over the phone, in the mail or electronically



*To learn more about Messiah University's
weapon-free workplace,
please see the HR Manual:*

<http://www.messiah.edu/hrmanual>

Asking for guidance and voicing concerns

Each of us is expected to exercise personal accountability in meeting expectations of this code. When we are unsure of the right course of action, need advice or face conflict, employees are encouraged to seek the counsel of their supervisors, a member of senior leadership or the Human Resources Office.

We are also expected to voice our concerns when we believe incidents of harassment or violence have occurred or are imminent. Likewise, employees should report concerns related to safety and unsafe situations.

Please note that any incidents of violence, suspected violence or threats of violence should be reported to safety or the police not through Silent Witness.

When you have concerns, you have options:

- ◆ Your immediate supervisor or department management
- ◆ The Office of Human Resources & Compliance: 717-796-5300
- ◆ The Department of Safety: 717-691-6005
- ◆ Reach out to the Title IX Coordinator for suspected gender or sex-based discrimination, harassment, or harm. <http://www.messiah.edu/titleix>
- ◆ Anonymous and non-anonymous reporting options are available at: www.messiah.edu/incident
- ◆ If this is an emergency, please dial 9-1-1 (or 9-911 from an on-campus phone) or the Department of Safety at 717-796-1800 x6565 (or just 6565 from an on-campus phone)

What happens when I report a concern?

Your concerns will be taken seriously, and the information you share will be treated confidentially to the extent possible. However, your concerns may be shared as necessary to investigate and address issues.

Additionally, every reasonable effort will be made to protect the security of any personal data collected and to avoid unauthorized use or disclosure of such data.

If you voice a concern and do not feel that you receive an appropriate response, please contact the Office of Human Resources and Compliance.

Knowingly making a false report or reporting with malice or reckless disregard for the truth is strictly prohibited. However, if you are not certain that a concern exists, you should report the matter so that it can be reviewed carefully.

Please note that retaliation against an individual who reports, witnesses, and/or experiences harassment or misconduct is strictly prohibited (see page 14).

Am I able to raise concerns anonymously?

Yes. You may report concerns anonymously by using Messiah University's Interpersonal Incident Reporting platform: <http://www.messiah.edu/incident>.

Please note: Employees classified as [Campus Security Authorities](#) may **not** report anonymously.

For life-threatening situations or incidents where immediate care/response is needed, please call 911 (if dialing from an on-campus phone, dial 9-911.) Similarly, concerns about violence or imminent violence should be reported directly to safety and/or the police





Retaliation is prohibited

By asking a question, raising a concern in good faith, or participating in a workplace investigation, you are following our Code of Conduct and doing the right thing. Retaliation in response to these activities will not be tolerated.

Retaliation is an adverse action (or credible threat of an adverse action) taken against an employee who raised a concern in good faith or participated in an investigation. Adverse actions affect the terms and conditions of employment and would deter a reasonable person from making or supporting a report of concerns. If you suspect retaliation in response to reporting a concern or participating in an investigation, please contact the Office of Human Resources and Compliance at 717-796-5300.

Messiah University provides employees with access to a 100% confidential Employee Assistance Program (EAP) through Unum.

Unum provides many services, including access to counseling resources.

Call 800-854-1446. Available 24 hours a day, 7 days a week. Visit: www.unum.com/lifebalance.