Code of Conduct, Confidentiality of Records Agreement & Acknowledgment of Pacific University Policies and Procedures

Code of Conduct

All members of the Pacific University (the "University") community are responsible for sustaining the high ethical standards of this institution. The success and reputation of the University in fulfilling its mission depends on the ethical behavior, honesty, integrity, and good judgment of each member of the community. Those acting on behalf of the University 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 the University and take no actions incompatible with their obligations to the University. This Code of Conduct outlines principles and policies that govern the activities of the University and to which employees who represent the University must adhere. With regard to professional conduct, those acting on behalf of the University must practice:

- Integrity by maintaining an ongoing dedication to honesty and responsibility;
- Trustworthiness by acting in a reliable and dependable manner;
- Evenhandedness by treating others with impartiality;
- Respect by treating others with civility and decency;
- Stewardship by exercising custodial responsibility for University property and resources;
- Diversity, equity, and inclusion by promoting an environment of non-discrimination in which diversity is integral to the academic, educational, and community purposes of the University;
- Confidentiality by protecting the integrity and security of University information such as student records, confidential employee files of other employees to which access is gained in the course of performing University duties, and patient records;
- Compliance by following State and Federal laws and regulations and University policies related to their duties and responsibilities.

Confidentiality of Records

I recognize that job requirements assigned to Pacific University employees may require access to and use of confidential, proprietary, and private information on behalf of the University. Confidential, proprietary, or private information is defined as personally identifiable, potentially sensitive data and information about students, faculty, staff and patients. This information is disclosed or known to me as a consequence of my employment and is not generally known outside the University. Confidential information also encompasses information protected under University policies including, but not limited to the Identity Theft Prevention Program (Red Flag Guidelines), HIPAA, the Financial Information Security Program (Gramm Leach Bliley Act**),** and the Financial Irregularity Policy; as well as the Family Educational Rights and Privacy Act (FERPA) and Oregon privacy laws.

I am aware that the information and conversations to which I may have access are to be treated in a confidential and professional manner. I acknowledge and understand that University employees are responsible for maintaining the confidentiality of the information with which they work and for keeping that information secure and accessible only to those who have rights to it.

I recognize my responsibility not to disclose or cause to be disclosed any confidential, proprietary or private information of which I may have knowledge at any time. I acknowledge and agree that

my access to University data is for the sole responsibility of carrying out my job responsibilities and that all such information is the property of Pacific University.

I understand that breach of confidentiality, including aiding or conspiring with any other person to violate any part of this Confidentiality Agreement, may result in sanctions, civil or criminal prosecution and penalties. I further understand that misuse of the University's data and confidential information and any violation of this Agreement are grounds for disciplinary action, up to and including dismissal. I understand that I am responsible for notifying UIS and/or the Privacy Officer if I become aware of an incident that may involve unauthorized access to confidential information or any potential breach of information.

Nothing in this policy limits or prohibits employees' right to engage in protected concerted activity under Section 7 of the National Labor Relations Act ("the Act"), including my right to discuss my compensation with other employees or act together with other employees for the purpose of mutual aid and protection protected by the Act. Pacific University will not discharge, discipline, threaten, or coercively question any employee about protected concerted activity.

Acknowledgment of Pacific University Policies and Procedures
I understand that all employees representing the University are expected to inform themselves about and comply with university policies and regulations pertaining to them. The university offers training opportunities during the academic year and online resources in support of these policies and procedures.
Following are websites where information on University Policies and Procedures can be found:
- Workplace Fairness and Non-Discrimination Policy:
  https://www.pacificu.edu/about/directory/finance-administration/human-resources/employment
- FERPA (Family Educational Rights and Privacy Act):
  http://www.pacificu.edu/registrar/privacy.cfm
- Institutional Policies & Benefits, Faculty Policies and Staff Policies:
  http://www.pacificu.edu/hr/policies/index.cfm
- Identity Theft Protection Program: https://www.pacificu.edu/node/46995
- Financial Information Security Program:
  http://www.pacificu.edu/offices/bo/stafffaculty/documents/FinancialInformationSecurityPlan.pdf
- Financial Irregularity Policy: https://www.pacificu.edu/node/40006
- HIPAA – Patient Privacy: http://www.pacificu.edu/our-resources/clinics/privacy-practices

I acknowledge that I have received the Code of Conduct policy, I know where to go if I have questions, and that the policy can be reviewed at any time in my Paycom documents and on the Pacific University policies web page.

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Employee Name   Department

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Employee Signature   Date

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