

# Christopher Newport University

## **Policy: Code of Conduct and Ethics Policy**

### **Policy Number: 3005**

Executive Oversight:	Chief of Staff
Contact Office:	Business Office and Human Resources
Frequency of Review:	Biennially
Date of Last Review:	January 2025

#### **A. PURPOSE**

The University's Code of Conduct and Ethics provides employees, including student employees, with requirements, expectations and guidance for performing their jobs.

Integrity, credibility, and ethical behavior of the highest order and anchored in excellence are the principles Christopher Newport University aspires to achieve every day. They are absolutely essential to the University's successful attainment of our mission, which is to provide educational and cultural opportunities that benefit Christopher Newport students, the residents of the Commonwealth of Virginia, and the nation.

#### **B. POLICY STATEMENT**

Christopher Newport's employees, including student employees, are bound by the following professional Code of Conduct and Ethics:

- **Honesty** – The University shall not condone any form of dishonesty, fraud, misconduct, violation, or neglect of duty and will report any illegal or unethical action that comes to our attention.
- **Integrity** – The University will act in a fair manner and in good faith when dealing with the community, students, vendors, and others, always maintaining the highest level of ethical standards.
- **Respect and Evenhandedness** – The University will support the rights and recognize the needs of all people by treating others with civility and decency.

- **Trustworthiness** – Employees, in accordance with state law, will not accept anything of value offered in consideration of performing our public duties, other than the compensation, benefits, and reimbursement of expenses duly authorized by the University.
- **Stewardship** – The University will exercise responsible stewardship of the public resources entrusted to the University and protect confidential University information.
- **Compliance** – Employees will obey all State and Federal laws and regulations and University policies.
- **Excellence** – Employees will conduct all University affairs diligently, exercising due professional care, ever striving to meet the high expectations we have set for ourselves as well as the expectations of those we serve.

All employees shall conduct themselves in a manner consistent with the Honor Code:

*On my honor, I will maintain the highest standards of honesty, integrity, and personal responsibility. This means I will not lie, cheat, or steal, and as a member of this academic community, I am committed to creating an environment of respect and mutual trust.*

## C. PROCEDURES

Performance contrary to these principles shall be reported to the appropriate supervisor and may lead to disciplinary actions up to and including termination, consistent with the provisions of the University Handbook and the Commonwealth’s Standards of Conduct. Student employees may also be adjudicated under the policies outlined in the Student Handbook.

## D. REFERENCES

[Agency Risk Management and Internal Control Standards](#) (VA Department of Accounts)

## E. APPROVAL AND REVISIONS

**Approved By:** President, March 14, 2008

**Revision 1:** President, June 1, 2015  
**Revision 2:** Policy Committee, January 10, 2018  
**Revision 3:** Policy Committee, November 5, 2020  
**Revision 4:** Policy Committee, December 6, 2022  
**Revision 5:** Policy Committee, January 30, 2025

## F. NEXT REVIEW DATE: Spring 2026