

## UNIVERSITY CODE OF ETHICAL CONDUCT

### DECLARATION OF PRINCIPLES AND VALUES

As members of a Lasallian community entrusted with the mission of human and Christian education, we set forth these principles consistent with our Catholic and Lasallian identity and heritage. Whatever role or responsibility we may hold, we agree to observe and promote these ethical principles to sustain the vitality of our Lasallian community and fidelity to the mission.

We commit ourselves to uphold the integral development of our stakeholders, especially the young minds under our care, and an unconditional ***respect for the dignity and rights*** of all.

We commit ourselves to promote the ***common good*** in all our decisions. By creating a supportive environment, we commit to cultivate ***collaboration*** in programs and initiatives that contribute to the fulfillment of our educational mission.

We commit ourselves to foster ***communion in the Lasallian mission*** and to be in ***solidarity with those who are neglected and underserved***, in fidelity to our Lasallian heritage and to help bring about the equitable, just, and humane society envisioned in the Philippine constitution.

We commit ourselves to ***personal accountability*** by actively engaging in policy formulation and by implementing existing policies that are consistent with the principles of respect for human dignity and the common good. We uphold the principles of subsidiarity and participation which empower all members of the community.

We will strive for ***virtue and integrity in our actions***, recognizing that we are witnesses to the human and Christian values we profess, and accountable to those we work with, to those we work for, and ultimately to God.

Finally, we commit ourselves to our ***growth in Christian charity*** which is the lifeblood of genuine community and without which community becomes an intolerable imposition.

## Introduction and Purpose

De La Salle University, as a Catholic educational institution, is committed to apply these principles in maintaining the highest standards of ethical business conduct and compliance with applicable laws and regulations. It expects all its employees, associates, and external partners to uphold such commitment.

In keeping with the endeavor to maintain and promote the long-held values and ethical standards that have been the foundation for the growth and success of De La Salle University's academic and institutional pursuits, the Board of Trustees has promulgated this Code of Ethical Conduct to which we subscribe and to which we expect all members of the University, hereby referred to as the Lasallian Community, to adhere.

This Code applies to the following members of the Lasallian Community:

- Administrators, faculty, staff, and students of De la Salle University,
- Members of the Board of Trustees, and;
- Consultants, contractors, service providers and others, when performing services for, interacting with members, or acting on behalf of the University.

All members of the Lasallian Community are responsible for conducting their activities in accordance with the high standards of ethics, aligned with the Lasallian Guiding Principles where all sectors are:

- co-responsible for creating a culture and climate conducive to genuine learning and character formation;
- stakeholders who work in association with one another in a strong spirit of fraternal solidarity; and
- committed to continuous renewal and transformation in collaboration with others to accomplish their common mission.

This Code signifies the commitment of the Lasallian Community to uphold the values and principles of De La Salle University, and to be aware of and comply with the applicable policies, standards, guidelines, laws, and regulations when performing their individual responsibilities. The members of the Lasallian Community commit to observe fairness, integrity, transparency, and professionalism among themselves and with De La Salle University's respective internal and external stakeholders.

The University Code of Ethics refers to the guiding principles and how these are applied to the day-to-day operations of the University.

## **1. Respect for Others**

As we recognize that the integration of the promotion and respect for human dignity is at the heart of our Lasallian mission, all Lasallian Community members are expected to exhibit fairness, professionalism, courtesy, and respect in the performance of their tasks. De La Salle University commits to treat its members and stakeholders with respect and dignity, prohibits discrimination and harassment, and provides equal opportunities for all Lasallian Community members regardless of age, religion, marital status, race and ethnicity, political and cultural views, sexual orientation, gender identity and expression, physical and mental condition, and citizenship.

The University shall hire without prejudice and provide equal employment opportunities to applicants based on hiring standards and criteria.

Following is a list of University policies and reference materials available in support of this standard:

- Lasallian Principles of University Governance
- Policy on Hiring and Employment of Relatives
- Safe Spaces Policy and Program
- Mental Health Policy
- Digital Citizenship Policy
- Administration Manual
- Faculty Manual
- APSP Manual
- IS Faculty Manual
- CAP Manual
- Student Handbook

## **2. Confidentiality, Privacy and Information Security**

Lasallian Community members shall ensure the accuracy of business information and protect the integrity of corporate records and other documents related to the operation of the University.

Everyone is responsible for safeguarding University information by exercising care in handling documents, techniques, methods, and reports at all times. Vital business information and topics, applicable to both physical or digital data, shall not be disclosed nor discussed in any non-business setting on all occasions.

Only designated University representatives shall be authorized to give statements or written articles about the University. Business information, including strategic plans, management decisions, and intellectual property, shall not be used for personal gain nor disclosed without proper authorization. Unauthorized or premature disclosure could adversely affect or jeopardize the business dealings of the University or can lead to improper use of such information by others.

Following is a list of University policies and reference materials available in support of this standard:

- Data Privacy Manual
- Digital Citizenship Policy
- Social Media Guidelines
- Confidentiality clauses in contracts

#### Virtue and Integrity in our actions

As members of the community, we strive to maintain integrity in our actions as we ensure compliance with laws and regulations that govern the different major operations of the University. The practice of virtue affirms our commitment to put forward not our own personal interests but the good and benefit of the University. It encourages personal accountability and fidelity to the Lasallian Mission.

### **3. Compliance with Applicable Laws and Regulations, University PPSGs and other forms of guidance**

All Lasallian Community members are expected to be familiar and comply with relevant laws, regulations, policies, procedures, professional standards and legal requirements when performing tasks and transacting University business. Any clarification on a policy or directive shall be directed to the implementing authority.

Everyone is also expected to have familiarity and observe compliance with management directives or decisions disseminated to the Lasallian Community.

- University-wide PPSGs
- Sector-wide PPSGs
- Relevant policies and procedures for Lasallian Community members may be found at:
  - Administration Manual
  - Faculty Manual
  - APSP Manual
  - IS Faculty Manual
  - CAP Manual
  - Student Handbook

#### **4. Compliance with all Contractual and Grant Terms and Conditions**

Lasallian Community members are expected to comply with the terms and conditions of contracts, grants, or agreements on which they are working on behalf of the University. The Office of the University Legal Counsel has promulgated the following policies to guide members of the Lasallian Community on legal and contractual obligations entered into by the University:

- Policy on the Legal Review and Approval of Contracts
- Policy on Signatory Authority of Contracts
- Legal Documents Management Policy

#### **5. Maintenance of the highest standards of academic integrity**

Lasallian Community members involved in teaching and research are expected to conduct activities with integrity and intellectual honesty at all times. They may refer to the following provisions in support of this standard:

- Code of Ethics for De La Salle University Faculty
- Code of Ethics for Integrated School Faculty
- Ethical Conduct of Research
- Policies and Guidelines for Internally-Funded Research Projects
- Policies and Implementing Guidelines and Procedures for Computer/Computer Peripherals, Laboratory Equipment and Audio-Visual Materials Purchased/Acquired through University Funds
- Policies and Guidelines for External Projects
- Student Handbook

Members involved in research activities are expected to be accountable for project sponsors' funds and comply with the specific terms and conditions of contracts and grants. Fund reconciliation reports and audit may be coordinated with the Office of the Chief Financial Officer and Risk Management, Compliance, and Audit Office.

## 6. Conflict of Commitment and Conflict of Interest

Employees are enjoined to create a positive impression and establish goodwill for the University. Their actions and words shall be aligned with the De La Salle University corporate image and core values. Personal interests and affiliations must not compromise and interfere with the objectives of the University.

### a) Conflict of Commitment

A conflict of commitment refers to a situation when an employee engages in external activities, either paid or unpaid, that interferes with his or her responsibilities and commitment to the University.

Employees and consultants of the University are hired and remunerated for a specific set of duties and responsibilities that are carried out during regular or specified business hours. They are expected to devote primary professional allegiance to the University and avoid conflicts between his or her personal interests and University responsibilities.

Persons employed with the University as full-time employees are required to utilize office hours/ work hours purely for the University's office/ work purposes, unless authorized by the University subject to respective employee manuals on external consultancy work. No employee shall be allowed to serve or be engaged in another employment concurrent with his/ her employment with the University or its affiliates. Employees shall not serve as a consultant or director to, nor engage in any business, whether directly or indirectly, which is in direct competition with De La Salle University, nor in any organization which is related to the operations of the University as this constitutes conflict of interest.

### b) Conflict of Interest

A conflict of interest exists when an employee of the University with a professional, financial, ethical, or legal responsibility or purview over a particular transaction participates in making a decision or uses influence that benefits the employee's personal or business interests.

Lasallian Community members who have professional or financial interests should disclose them in compliance with applicable conflict of interest policies.

Employees shall, to the fullest extent without exception or limitation, observe propriety in the conduct of business with suppliers and business partners. All decisions on business matters shall be based on the merit of the transactions and in accordance with University standards. Thus:

- Employees shall not directly or indirectly solicit or accept money, tokens or gifts, sponsored travels, entertainment or complimentary and sponsorship of personal events such as birthday, wedding, baptism, etc. This provision includes the use of property owned by contractors and suppliers such as vehicles, beach houses, resorts,

restaurants/ bars, sports and recreational facilities, whether for their personal use or business purpose.

- In situations when it is deemed improper to refuse acceptance of tokens, gifts or complimentary, such shall be endorsed to Management for proper disposition.
- Employees, immediate family member/s and kin shall not have any financial or other interest in and/ or establish a relationship with contractors and/ or suppliers of the University and any of its affiliates.
- Employees shall fully disclose their relationship with the owner or any duly authorized representative of any company and any of its affiliates which provide services, supplies, materials and/ or merchandise for sale.
- Employees shall conduct business meetings in places or locations in accordance with the standards of the University.

Following is a list of University policies and reference materials available in support of this standard:

- Policy on Hiring and Employment of Relatives
- Procurement Manual
- Knowledge and Technology Transfer Policy
- Accepting Tokens and Gifts Policy

## **7. Financial Responsibilities and Internal Controls**

In the procurement of products and services and stewardship of University resources, authorized members should exercise integrity, fairness, transparency, accountability and prudent financial management. Employees should be vigilant against any irregular, illegal, or unethical conduct of suppliers, service providers and other contractors and fellow employees. Employees must adhere to the University's principles of healthy competition, equal opportunity and fair treatment of suppliers and contractors. They may refer to the following policies in support of this standard:

- Procurement Manual
- Memo on Cost-Cutting Measures
- Petty Cash Fund Policies and Guidelines
- Commitment to Ethical Purchasing Practices

Members responsible for external grants or funding are expected to be accountable for project sponsors' funds and comply with the specific terms and conditions of contracts and grants. Fund reconciliation reports and audit may be coordinated with the Office of the Chief Financial Officer and Risk Management, Compliance, and Audit Office.

Office and department heads are responsible for ensuring that all internal controls are established and documented for operational activities in their jurisdiction. Individuals entrusted

with handling University or project/grant funds are accountable for such funds based on relevant policies and conditions. Individuals responsible for the preparation of financial statements and disclosures are also accountable to this Code.

## **8. Use of University Resources**

University resources may only be used for official activities on behalf of the University and must not be used for personal gain. Members of the Lasallian Community must protect and safeguard all University-owned funds, resources, property, intellectual property, equipment, materials, supplies, assets, etc. from all forms of losses, destruction and improper use.

Following is a list of University policies and reference materials available in support of this standard:

- Trademark Policy
- Institutional Identification Manual
- Policies on Intellectual Property

## **9. Reporting Alleged Violations of the Code and Protection From Retaliation**

The University encourages Lasallian Community members and stakeholders to safely and confidently raise concerns relating to fraud, crime, public health and safety, serious breaches of University policy, or any incident that stands to put the University's reputation at risk without fear of victimization, subsequent discrimination, or disadvantage.

The University will not tolerate any harassment or victimization and ensures individuals of protection against alleged reported offenders when concerns and reports are legitimate and made in good faith with no malicious intent. As such, if the report made in good faith turns out to be unsubstantiated, there will be no retaliation against the reporter.

Consequently, reporting does not guarantee exception or immunization for the reporter against action following his or her engagement in intentional misconduct. The University assures all members of the Lasallian community that they will be protected from possible discrimination, retaliation or victimization if they have reasonable belief that they have made any allegations or disclosures in good faith.

The University has prescribed reporting mechanisms in place depending on the nature of the alleged violation:

- Employee discipline cases relative to employee manual offenses - Office of Vice Chancellor for Academics, CCHRSO
- Sexual harassment and gender-based discrimination - LCIDWell
- Student discipline cases relative to student manual offenses - SDFO, SDFU, IS Principal



- Violations relative to integrity, moral turpitude, serious offenses, conflict of interest, conflict of commitment, grave misuse of University resources, records and documents fraud, misdeclarations, usurpation of authority, Level 4 (1st offense) - Integrity Board and Fact-Finding Protocol of RMCA Office

All members of the Lasallian Community should be aware of the required and expected rules and standards within De La Salle University. Standards of conduct and practice are derived from this Code, including but not limited to, the following sources:

- Policies, Procedures, and Guidelines
- Manuals
- Contracts
- Professional standards
- Legal requirements and guidelines
- Inspection standards and reports
- Lasallian Guiding Principles