

CODE OF ETHICS

Often an organization's ethics depend on its business philosophy. The lack of an established business philosophy can obscure the line between right and wrong.

I believe in going above and beyond what I considered ethical whenever humanly possible. We live in a time where everyone thinks they know more than you and what is best for you. I believe in the golden rule – treating others the way we would like to be treated – or ideas like personal freedom ends where someone else's begins.

The hospitality (or desire to provide the highest quality of professional service) requires the collective total of our individual effort to assure continued success now and for years to come. Yet, we must be cautious not to allow our zeal to exceed expectations or to cloud our willingness to say, "No" to unreasonable requests or waste.

FRIENDLINESS

We must show, genuinely have, respect for our peers, superordinates and subordinates. This helps promote camaraderie, a warm friendly atmosphere, trust, and more often than not, provides a pleasant working environment.

OPEN COMMUNICATIONS

I believe that one of the keys to our success is the openness of our communication. This division is committed to sharing facts and figures relating to our operation, discussing our management style, or listening to suggestions from you, the employee, and/or the university community.

OPEN DOOR POLICY

We encourage the sharing of ideas, observations, problems or concerns regarding the division, component or University.

TITLES

In this division, our managers are coaches. We are all partners in this endeavor. Yet, when a tough decision has to be made, it should be understood that we must make the call. When a decision is made, everyone must execute as a team player.

EXPENSE CONTROL

We believe in managing expenses with a constant eye on doing more with less. Each employee's contributions are always welcomed. If your suggestion is not used, do not be discouraged. You should feel free to come forward with other suggestions you might have.

GIFTS/GRATUITIES

The university's policy should always be adhered to. We do not want to be put into a position where we are obligated to others or have the opportunity to (or be perceived as) receiving illegal income. This is not only good common sense, but also standard business practice.

HARASSMENT

Harassment of any type will not be tolerated. Harassment is offensive language, gestures, physical contact, slurs (including racial, sexual, cultural, or otherwise) or any conduct, which destroys the harmonic environment of the work place. We must always be considerate of others.

UNIVERSITY PROPERTY

All university supplies and property are to be used for university business only and should not be used for personal gain.

This division has a strong commitment to the university's mission, the community and environment alike. We are dedicated to improving the quality of life in the neighboring communities and the City at large.