Brock University

Code of Conduct for Senior Administrative Council Members

Preamble: Brock University (the "University") is primarily funded through the tuition paid by students and their families, government grants (public funds), and donors. Accordingly, an appropriate level of accountability and transparency is required in the administration of these funds and University operations more generally in order to uphold and advance the University's reputation.

Consistent with the University's stated strategic priority of practising accountability, fiscal responsibility, and stewardship, a number of key policies are currently under review and development, including a Code of Conduct (the "Code") for employees. While this Code is under development, members of the Senior Administrative Council (SAC) have adopted the values and made the commitments outlined in this document.

Our Values: The University's Integrated Strategic Plan sets out a number of values, which SAC members are committed to upholding.

Integrity and respect **|** Freedom of thought and expression coupled with academic responsibility **|** Unique student experience **|** Innovation **|** Accountability and stewardship **|** Sustainability **|** Generation and mobilization of knowledge

Our Commitment: SAC Members

1. will act in the best interests of and fulfill their fiduciary obligations to the University;
2. will act professionally, respectfully, honestly, fairly, ethically and with integrity;
3. will help create and maintain a culture of high ethical standards and commitment to compliance with relevant policies and regulations;
4. will not use their position or information acquired in the course of holding their position for personal gain, the advantage of any other entity, or in a manner that would be detrimental to the University's interests;
5. will not accept gifts or other benefits, except as may be permitted under University policy;
6. will disclose all and refrain from influencing decision(s) related to situations where their personal interests and professional obligations intersect (see University's Conflict of Interest policy);
7. will act in a manner that maintains or enhances the University's reputation;
8. will not engage in or tolerate from others any form of abuse, harassment, or disrespectful/ inappropriate behaviour;
9. are committed to protecting the University's assets and information from loss, misuse and theft;
10. will respect the confidentiality of information relating to the affairs of the University acquired in the course of holding their position, except when authorized or legally required to disclose such information;

11. will comply with all applicable laws, rules and regulations, as well as University policies, procedures and guidelines. Without limiting the generality of the foregoing, this includes the following University policies:
    - Respectful Work and Learning Environment
    - Conflict of Interest
    - Disclosure of Financial Impropriety
    - Travel & Related Expense
    - Purchasing
    - Signing/Delegation of Authority
    - Occupational Health & Safety
    - Workplace Violence Prevention

    Please note: The policies listed above are not a comprehensive list of University policies. SAC members are obligated to respect all University policies, which may be added to or modified from time-to-time through normal policy development/review processes.
12. will report actual or potential violations of the Code to the appropriate Vice-President or, in a case involving a Vice-President or the President, to the University's Internal Auditor.
13. will fully cooperate with any investigation under the Code.

By signing below, the member acknowledges that these are the University's expectations of all SAC members, which are enforceable under relevant University policy; and undertakes to meet these expectations personally and within his/her respective areas of responsibility more generally.

_____ _____

Signature Name, Title (please print)

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DATE

December 2013