

Policy Statement

Marywood University expects faculty, administrators and staff to be responsible for supporting and sustaining the University's Mission and Core Values. The Core Values of Marywood University promote behavior that seeks to create an environment in which ethical academic and professional conduct, responsible interpersonal engagement, and respect for the safety of all, empower faculty, administrators, and staff in their pursuit of excellence.

Academic and Professional Conduct –Marywood University's Core Value of Excellence is defined as "Manifesting Marywood University's pursuit of the highest level of achievement in support of 'Sanctitas, Scientia, Sanitas' (Holiness, Knowledge, Health)."

In practice, excellence is achieved daily. Standards are necessary to ensure that all members of the University community have a common understanding of expectations. Having a set of standards allows the University to consistently apply them to create a positive work and educational environment.

The standards set forth below are designed to protect the rights and safety of the entire Marywood community. The list, although not exhaustive, includes basic common sense rules. No conduct that is immoral, unsafe, unethical, or illegal will be tolerated. All employees are expected to adhere to these rules.

Behaviors in Violation of Academic and Professional Conduct:

- All forms of dishonesty, including cheating, plagiarism, supplying false information to any University official, as well as forgery or use of University documents or instruments of identification with intent to defraud.
- Engaging in or inciting others to engage in conduct which prevents or limits the free expression of the ideas of others, or which physically obstructs or threatens other members of the University community or visitors.
- Illegal use of e-mail, internet, or telecommunication systems.
- Abuse of sick leave or disability policy including absence for which there is not valid reason, failure to provide required medical documentation, intentionally misrepresenting hours worked, or repeated failure to report to work on time.
- Intentionally damaging, defacing or destroying property belonging to the University, a student, colleague or guest on campus.
- Theft or unauthorized removal, use, disclosure or possession of property, information, services, equipment or facilities belonging to members of the University community or belonging to the University.
- Unauthorized entry, use or occupation of University facilities, as well as the unauthorized possession, duplication or use of keys to University facilities.
- Use, manufacture, sale or distribution of illegal drugs or improper use of other drugs while on University premises.
- Using and/or possessing (in an open bottle or container) alcoholic beverages while on University premises or within a University-owned motor vehicle while on University business. Exceptions to this violation include University sponsored events.

Responsible Interpersonal Engagement – At the heart of the University experience is the interaction among members of the University community. As representatives of Marywood University, faculty, administrators and staff are encouraged to engage in activities that enhance freedom, demonstrate integrity and promote mutual respect.

Behaviors in Violation of Responsible Interpersonal Engagement:

- Making remarks that are of a discriminatory nature based on race, sex (including sexual harassment and sexual violence), color, gender, national or ethnic origin, age, creed, ancestry, religion, disability, or any other legally protected status.
- Harassment, intimidation, abuse or coercion of another person, whether physical, sexual, psychological or verbal or any other conduct which threatens or endangers the health or safety of any person.
- Retaliation against an individual for his or her good faith compliance with University policy.

Promotion of Public Safety – Public safety is the responsibility of all members of an educational community and serves as the foundation for learning and living experiences on campus. A safe community, where the agreement among all includes an overarching respect for people and property, is an empowered community.

Behaviors in Violation of Public Safety:

- Possession of firearms, explosives, fireworks, incendiary devices or other weapons normally to be considered of a harmful nature while on the campus.
- Any criminal activity which is a threat to the health, safety, or welfare of any member of the University community.
- Failure to comply with campus safety rules and the direction of clearly identified University personnel.
- Tampering with or misusing fire alarms, fire-fighting equipment or safety equipment.
- Smoking in prohibited areas.
- Disposing of toxic substances in a careless, reckless or illegal manner.
- Engaging in or inciting others to engage in conduct which prevents or limits the free expression of the ideas of others, or which physically obstructs or threatens to obstruct or restrain a member of the University community or a visitor.

Consequences

Depending on the severity of the violation of the policy, disciplinary action, including but not limited to, a verbal or written warning, suspension or dismissal may be imposed. These disciplinary procedures are discussed in detail in applicable University policies.