## **Safety and Risk Services Policy**

## Code of Ethics

Safety and Risk Services (SRS) employees work with sensitive, privileged, and/or confidential personnel, student, safety, compliance, and reporting information. All SRS employees shall uphold high standards for honesty, integrity, objectivity, confidentiality, and professional competency within their professional areas. All SRS employees must safeguard the information they are entrusted with in their jobs. This unit policy is designed to clarify these expectations for employee conduct at SRS. This unit policy, which may be amended from time to time, supplements and does not supersede the obligations imposed by applicable UO-wide policies, procedures, or Collective Bargaining Agreements (CBAs). Nothing in this policy shall be construed to limit the ability of SRS employees to pursue grievances through the processes outlined in UO policy or applicable CBAs. Furthermore, SRS encourages its employees to approach their supervisors or management in instances where the employee believes violations of policies or standards have occurred and, when they are not comfortable doing so, to report such concerns to the Office of Internal Audit’s Fraud and Ethics Hotline.

**Code of Ethics**

Safety and Risk Services Code of Ethics:

1. **Honesty**

Safety and Risk Services Employees:

* 1. Shall thoughtfully seek to understand the facts in all situations.
	2. Shall be truthful in their communications and conduct.
	3. Shall provide accurate information in a timely manner.
1. **Integrity**Safety and Risk Services Employees:
	1. Shall perform their work with honesty, diligence, and responsibility.
	2. Shall observe the law and make disclosures expected by the law.
	3. Shall not knowingly be a party to any illegal activity or engage in acts that are discreditable to Safety and Risk Services or to the University of Oregon.
	4. Shall respect and contribute to the legitimate and ethical objectives of the University of Oregon.
2. **Objectivity**Safety and Risk Services Employees:
	1. Shall comply with all state law ethical obligations pertaining to public employees, including, as one example, not accepting anything of economic value that may impair, or give the impression of impairing, their unbiased assessment and professional judgment.
	2. Shall disclose all material facts known to them that, if not disclosed, may distort the reporting of activities under review.
3. **Confidentiality**Safety and Risk Services Employees:
	1. Shall be prudent in the use and protection of information acquired in the course of their duties.
	2. Shall not use information obtained through their employment at the University of Oregon for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the University of Oregon.
4. **Professional Competency**Safety and Risk Services Employees:
	1. Shall engage only in those services for which they have the necessary knowledge, skills, and expertise.
	2. Shall continually improve the proficiency, effectiveness and quality of their services.

## **Safety and Risk Services Procedure**

## Acknowledgement of SRS Code of Ethics Policy

As a member of the University of Oregon Safety and Risk Services unit, I may have access to University of Oregon information that is privileged, sensitive, and/or confidential in nature. I agree to the following with respect to carrying out my duties and assignments:

1. I will not violate University of Oregon policies or state or federal laws governing privacy of information.
2. My right to access information is strictly limited to the specific information that is relevant and necessary for me to perform my job-related duties.
3. I will maintain and protect the confidentiality of any information to which I may have access, including its storage and disposal, per relevant state and federal laws and University of Oregon policies protecting such information and governing its retention and destruction.
4. Before sharing information and/or data with others, electronically or otherwise, I will make reasonable efforts to ensure that the recipient is authorized to receive that information or data.
5. I will keep my password(s) to myself and not share it with any other person unless authorized in writing by my immediate supervisor in accordance with University electronic data access policies and procedures.
6. Upon separation of employment with the Safety and Risk Services, I agree to return all University of Oregon information (both hard copy and electronically stored information), equipment, ID/prox card and keys, property, reports, correspondence or other such items in my possession that belong to the University of Oregon.

**Acknowledgments**

I acknowledge I have reviewed and will comply with the terms of the Safety and Risk Services Code of Ethics in its above form and as it may be amended from time to time.

I hereby recognize that violation of the Safety and Risk Services Code of Ethics Policy and Procedures is grounds for disciplinary actions as may be appropriate given the particular circumstances, up to and including termination.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name  |  | Employee Signature |  | Date |
|  |  |  |  |  |
| Supervisor Name |  | Supervisor Signature |  | Date |