



Policy Title: Code of Ethics and Personal Conduct

Policy Number: BU-PP 024

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Responsible Executive: Vice President & Chief Human Resources Officer

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Responsible Office: Human Resources

Code of Ethics and Personal Conduct BU-PP 024

Policy Statement

Baylor University (the “University”) expects employees (including faculty, staff, student employees, and administration) to conduct themselves and their affairs in an ethical, moral, and lawful manner that positively reflects its Christian aims and mission, in all circumstances, in all situations, and at all times. This Policy will be applied consistently with the University’s commitment to respect others and its religious tenets.

This Policy is designed to comply with the University’s obligations toward its employees under all relevant federal, state, and local laws and to be interpreted in a manner consistent with applicable law and Baylor’s religious liberties.

Reason for the Policy

The University places a high value on human relations and dignity. Therefore, the University strives to maintain a work environment that is based on mutual respect for all employees. This Code of Ethics and Personal Conduct Policy establishes the ethical principles and guidelines for expected behavior in the workplace.

Individuals/Entities Affected by this Policy

This policy applies to all individuals with an employment relationship with the University.

Exclusions

NONE

Related Documents and Forms

University Policies and Documents

[BU-PP Introduction and Important Notice](#)
[Outside Activities and Interest Policy](#)
[Policy for Conflicts of Interest in Research and Technology Transfer](#)
[Nepotism](#)
[Sexual and Interpersonal Misconduct Policy](#)
[Sexual Conduct Policy](#)
[Policy on Romantic and / or Sexual Conduct with Students and Supervisees](#)
[Protection of Minors Policy](#)
[Policy on Alcohol and Other Drugs](#)
[Tobacco-Free and Smoke-Free Campus](#)
[Violence in the Workplace](#)
[Campus Weapons Regulations Policy](#)
[Network Usage Policies](#)
[Use of Copyrighted Material](#)
[Handling Confidential Information](#)
[Export, Import, and Sanction Compliance](#)
[Fraud Policy](#)
[Baylor Civil Rights Policy](#)
[Americans with Disabilities Act \(ADA\) and Pregnant Workers Fairness Act \(PWFA\)](#)
[Sexual and Interpersonal Misconduct Policy \(Title IX\)](#)
[Whistleblower](#)
[Staff Disciplinary Actions](#)
[Faculty Dismissal Policy](#)
All other University policies

External Documents

Texas Crown Act

Forms and Tools

[EthicsPoint](#)

Contacts

Subject	Contact	Telephone	Office email/web site
Policy Questions Reporting	Human Resources	254-710-2000	https://hr.web.baylor.edu askHR@baylor.edu

Principles

Employees (including faculty, staff, student employees, and administration) are expected to conduct themselves and the affairs of the University in an ethical and lawful manner. This expectation is foundational for Baylor University's mission of educating "men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community."

Community

Employees are expected to act in a way that builds a distinctive sense of caring, kindness, mutual respect, collegiality, and fairness. Out of respect for the Baylor community, we do not slander or defame.

Integrity

Employees are expected to be honest. All dealings with and on behalf of the University must be carried on with the personal integrity that respects the integrity of the University. Behavior such as fraud, cheating, plagiarism, lying, theft, misuse of copyrighted material, or research misconduct has no place at Baylor University.

Stewardship

Employees are expected to be good stewards of the University resources with which they are entrusted. Baylor recognizes that the funding streams supporting University activities come from a combination of sources to include the income of students and their family members, as well as donors' generous gifts. Respecting those sacrifices, all employees assume responsibility for their personal stewardship of University resources and agree to hold others similarly accountable. Employees are expected to openly disclose situations that may present conflicts of interest, as required by University policy, and seek to reduce, manage, or eliminate those conflicts when they arise.

Confidentiality

Employees are expected to respect privacy and protect confidential information. Employees safeguard all types of confidential information, including all records pertaining to physical and mental health, and also educational, financial, personnel, and counselling records.

Personal Conduct

Employees are expected to perform the job for which he or she is employed in a diligent and professional manner. Employees are responsible for understanding and following job and workplace performance standards. Attention to work-related duties and service is of utmost importance. Professionalism in communications and behavior is the expected form of interaction in all of the University's work-related settings. When differences of opinion occur, only constructive and respectful forms of communication are considered appropriate.

Employees must comply with all approved University policies and procedures. Additionally, employees are expected to comply with local, state, and federal law and applicable health and safety regulations governing the workplace.

Participation in Politics

As a tax-exempt entity, the University must abide by federal and state laws that prohibit the use of University facilities, services, or personnel from promoting or supporting individuals or organizations campaigning for public office; and laws that prohibit the University (or any of its related entities) from contributing to or supporting political candidates or parties. Therefore, no University resources may be used for political purposes, except to the extent approved by the Office of General Counsel. These restrictions on political activity do not apply to any employee acting solely in an individual capacity on his or her own time and utilizing his or her own personal resources.

Thus, employees are permitted to engage in partisan politics on an individual basis but should take reasonable steps to make it clear that they are not acting on behalf of the University. For example, in all correspondence, public statements, and other communications on partisan political matters, an employee must use his or her personal mailing address, email address, stationery, social media accounts, and other modes of communication (i.e. electronic or written) and not make reference to his or her University affiliation. If any reference to University affiliation is made, even for identification, the employee should state that the communications are personal and not official University communications. Participation in any outside activity should not interfere with obligations to the University.

Professional Image

Employees are expected to maintain agreed upon standards for professional image appropriate to their position at the University. All standards must be non-discriminatory and comply with the Texas Crown Act, all other applicable state and federal laws, and Baylor's Civil Rights Policy. An employee who needs an accommodation to these standards for medical reasons should follow the process outlined in the Americans with Disabilities Act Policy (BU-PP 415).

Consequences for Violating the Code of Ethics and Personal Conduct Policy

Personal conduct that violates BU-PP 024 policy may result in disciplinary action, up to and including termination, as outlined by the Faculty Dismissal Policy and Staff Disciplinary Actions Policy.