



UNIVERSITY of SAN CARLOS

Unified Code of Ethics for Academic and Administrative Employees

The Code of Ethics of the University of San Carlos aims for an exemplary standard for the moral conduct of its academic and administrative personnel, as expressed in the USC Motto: *Scientia, Virtus, Devotio*. This Code is built on the understanding that the University,

- as a Catholic institution, shall foster in word and in deed the teachings of the Catholic Church
- as an SVD institution, shall promote the spirituality and missionary ideals of the Society of the Divine Word
- as a Filipino institution, shall inculcate the values and traditions of the Filipino people, and cultivate respect for the beliefs of other faiths and cultures.

CORE VALUES

Academic and administrative employees of the University shall observe the following standards of personal and professional conduct in the discharge of their duties and responsibilities:

Integrity. Academic and administrative employees shall reflect in their personal and professional life the ideals of the Catholic university as “an academic community, which, in a rigorous and critical fashion, assists in the protection and advancement of human dignity and of a cultural heritage through research, teaching and extension services to the local, national and international communities” (Apostolic Exhortation *Ex Corde Ecclesiae*, 1990).

Excellence. Academic employees shall constantly strive to attain the highest standards in their respective fields; administrative employees, the highest quality of service in support of the University’s educational mission.

Commitment. Academic and administrative employees shall bear in mind that the ultimate goal of the University is the transformation of communities, especially in the Visayas and Mindanao, through the provision of quality basic and higher education.

Social Responsibility. Academic and administrative employees shall strive to provide themselves and the students an understanding of and effective tools for addressing the prevailing social realities in the country. As far as possible, they shall volunteer their expertise and contribute to effective social and civic programs in the local community, through initiatives organized by themselves, their respective departments and relevant external organizations.

Evangelization. Academic and administrative employees shall seek to understand the values and mores of local cultures and enrich them through gospel values and the teachings of the Church. In a privileged manner, they shall, in solidarity with the Philippine Southern Province of the Society of Divine Word, support the missionary apostolate in the Visayas and Mindanao.

Leadership. Academic and administrative employees, not only in positions of authority but also in their own personal capacity, shall strive to set the conditions for reflection and learning on their respective educational tasks, both in their departments and in the local community, foster norms of behavior befitting a *Witness to the Word* and exhibit these norms in their own way of life.

DUTIES AND RESPONSIBILITIES

Section 1. Employee Attitude

- 1.1 At the start of employment at the University, an employee becomes a member of a Catholic University and as such is expected to respect the ideals, beliefs and practices of the Catholic Church and the Society of the Divine Word.
- 1.2 The employee shall be accountable in the appropriation and use of the University resources.
- 1.3 The employee shall be encouraged to further his own professional growth through continuing education.

Section 2. Employee-Administrator Relationship

- 2.1 The employee shall, in expressing his concern or disagreement with a decision or policy, direct this concern through proper channels.
- 2.2 The employee shall, in the instance that he feels he is not given a reasonable hearing by his immediate superior, bring the issue to the next level of authority, provided he informs the immediate superior.

Section 3. Employee-Employee Relationship

- 3.1 The employee shall set a good example through a professional and personal life worthy of his position.
- 3.2 The employee shall keep confidential information in regard to fellow employees. In the case of a breach of professional conduct by fellow employees, he shall be discreet in discussing the breach until such matter is resolved.
- 3.3 The employee shall be open to constructive criticism from fellow employees.

Section 4. Employee-Community Relationship

- 4.1 The employee shall support and, where feasible, participate in activities of professional, civic, and religious associations in the community at large.
- 4.2 The employee shall refrain from involving the University in his personal transactions, financial or otherwise.
- 4.3 The employee shall be aware of the implications of all his activities on the environment.

PROHIBITIONS

Section 1. The employee shall not assume a responsibility or seek outside employment that impairs the effective discharge of his regular functions.

Section 2. The employee shall avoid the following conflicts of interest:

- 2.1 Authorize the purchase of equipment and supplies or contract services from a business establishment or an agent in which he or his family has an interest;
- 2.2 Recommend the hiring of a member of his family as an employee for a position or as a consultant for a project supported by funds administered by or through the University.

Section 3. The employee should not:

- 3.1 Market the results of University-sponsored research projects for personal gain;
- 3.2 Use or communicate unpublished information or official documents of the University for personal advantage.

Section 4. The employee shall not hinder the student’s right to independent pursuit of learning and the holding of a different viewpoint.

Section 5. The employee shall not:

- 5.1 Unduly embarrass, or disparage the academic performance of, a student;
- 5.2 Unfairly discriminate against a student on the basis of tradition and ideals, in culture and language, and in race and religion.
- 5.3 Use a professional relationship with a student for personal advantage.
- 5.4 Disclose information about a student unless required by due process in school, court or other agencies of law.

Section 6. The employee shall not disclose confidential information exclusively reserved by the Administration to itself, particularly employee and student information as well as University plans and finances.

Section 7. The employee shall not indulge in gossip or idle talk that may damage the honor and reputation of a co-employee.

Approved by the USC Board of Trustees on August 12, 2006.