The Fogelman Code of Professionalism for Staff

As a member of the Fogelman College of Business & Economics (FCBE), in addition to abiding by laws and University policy, I will:

- Respect the rights and dignity of all people
- Act with honesty and integrity
- Take full responsibility for my actions
- Maintain the highest standard of professional ethics
- Be considerate of others’ feelings and needs
- Conduct and present myself in a manner that is appropriate for a business professional

As a staff member, I will follow these behavioral guidelines:

- I will comply with University policies regarding the conduct of staff members.
- I will treat my colleagues, whether supervisors, peers, or subordinates, with courtesy and respect at all times.
- I will act within the scope of my authority at all times. I will remain accountable for tasks that I delegate to others, and I will exercise adequate control and supervision over matters for which I am responsible.
- I will use University resources only for purposes for which they are authorized.
- I will protect the confidentiality and security of any confidential information that is entrusted to me such as student records, employee personnel records, and private correspondences.
- I will take the appropriate steps to avoid any conflict of interests, and I will promptly disclose any conflicts of interest that I may observe on the part of faculty, staff, students, trustees, or the institution as a whole.
- I will carry out my job responsibilities to the best of my ability and continually strive to maintain the highest standards of performance.