

## Code of Conduct for SI Faculty & Staff: (From 3.3 of the Employee/Student Handbook)

The best working environment is one where everyone is treated with fairness and respect. At St. Ignatius we strive to create a Christian community in which the Ignatian vision is planted and nurtured. Within this atmosphere we ask that employees maintain a pleasant, helpful, truthful and courteous attitude towards students, coworkers, parents, vendors and visitors whether in person, on the telephone, or by fax or email or other available means of communication. Courtesy, collaboration, professionalism, good manners and grooming are all part of our jobs and our relationships with others.

Employees are encouraged to understand St. Ignatius' standards of conduct. Employees should ask about any standard of conduct they do not understand and cooperate with supervisors in any corrective action that is aimed at improving one's effectiveness. The following are examples, not intended to be comprehensive or all-inclusive, of unprofessional conduct which may result in disciplinary action up to and including termination of employment:

- Abuse or neglect of any student;
- Failure to supervise students properly or safely;
- Possession, distribution, purchase, sale, or use of or being under the influence of illegal drugs on school premises or at any SI functions;\*
- Inappropriate use of intoxicating beverages or substances on school premises or at school functions;
- Any use of intoxicating beverages or substances while involved in supervision of students;
- Accepting any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions;
- Unauthorized use of school equipment, time, materials or facilities;
- Possessing firearms or any other weapons or explosives while on school premises or while involved in school business;
- Physical violence or threatening activities; instigating, provoking or participating in a fight or threatening bodily injury on school premises or while involved in school business;
- Threatening, intimidating, or coercing fellow employees or students;
- Conduct endangering the safety or lives of others;
- Falsifying or intentionally omitting pertinent information on any school related document or regarding any school related situation or incident;
- Removing, borrowing or taking school property without authorization;
- Name-calling, swearing, use of abusive, threatening or inappropriate language or bullying;
- Harassment of any student, co-worker or any person associated with school business based on his or her religion, race, color, national origin, disability, medical condition, age, marital or family status, gender, gender expression, gender identity, veteran status or any other legally protected category;
- Failure to report accidents or personal injuries immediately;
- Violation of any safety, health, security or school policy, rule or procedure;
- Refusing to follow directions given by a supervisor or person of authority;
- Actions which involve malice, serious incompetency, or bad judgment;
- Use of any email server, websites, or mobile applications to send inappropriate information, documents, or photos to students;
- Unauthorized disclosure of confidential information;
- Failure to perform job duties in a satisfactory manner;
- Inappropriate conduct not specifically mentioned of any type while engaged in the course and scope of work for SI, at any SI sponsored program, or function, or purportedly as a representative of SI. Nothing in this handbook/policy is intended to dissuade employees from exercising their rights to engage in "concerted" activities protected under the National Labor Relations Act.

\*An employee who is prescribed medical marijuana or a prescription drug by a doctor for the treatment of a disability or medical condition should speak to the HR Director about possible accommodations consistent with applicable law, if the prescribed drug has the potential to be an intoxicant or otherwise may interfere with the employee's ability to safely and effectively perform his or her job duties.