Code of Conduct

Student's Name

Institutional Affiliation

Course Name

Date

Rationale

As a group, we decided to divide our code of conduct into five sections: the introduction, guiding principles, definition of terms, core values, and code of conduct. Each section has several subheadings that aim to give detailed information. The introduction section comprises the purpose, scope, employee responsibility, and employer responsibility. We decided to include these sections as part of the introduction to provide the reader with a solid foundation before they progress with the rest of the document.

The vision and mission were included to give the reader a general idea of what the organization is all about, what the organization strives to become, and what it wants to achieve. Also, they provide information about how the organization intends to achieve those goals (Include, n.d). The organization's specific goals were not included because we felt that the mission statement covered the organization's intentions fully.

We decided to include the organization's core values because we felt that core values are an essential component of every organization. Core values help to create a positive organizational culture. The core values included are community, integrity, and sustainability. These core values were chosen because they encompass the main values that most organizations consider to create policy programs or the code of conduct.

In the code of conduct section, we included the relationship between employees, harassment and discrimination, organizational culture, the use of technology, and disciplinary issues because we felt that these five elements covered most of the issues that affect employees and the operations of an organization. We decided to leave out the specific penalties for breach of the code of conduct and the people responsible for implementing and enforcing the penalties and rules of the code.

1.0 **Introduction**

- Purpose

This code of conduct aims to communicate the values the university of the People Human Resources department wishes to foster in its employees and the employer's role in defining the desired behavior. This document outlines the ethical principles that regulate the decisions and behaviors at the university. It provides a framework of employee conduct and specific direction regarding how to handle any issues that might arise in the course of carrying out one's responsibilities.

- Scope

The code of conduct applies to all faculty and staff under the human resource department of the university.

- Employee responsibilities

Every employee must adhere to the behavior stipulated in the code of conduct. In particular, safety at the workplace is a priority for every employee, and each employee should purpose to ensure that safety is maintained at all times. This means that all employees must comply with the safety standards set by the laws of the university. All employees must make certain that no unsafe act is perpetrated in the workplace. Also, every employee is required to conduct themselves in a professional, responsible and considerate manner at all times.

- Employers responsibilities

It is the employer's responsibility (the university's human resource department) to ensure that the employees understand the governing laws of the university. This will enable the satisfactory performance of delegated duties. The employer must also ensure that proper development and training programs are provided for employees to perform their duties efficiently.

2.0   **UoPeople Guiding Principles**

- Vision

To be a global leader in the human resource support system that provides employees with all the necessary support to become proficient in their duties. We aspire to build strong partnerships with the organization's management teams to create a working culture that values all employees. This culture promotes and rewards outstanding performance and enhances teamwork.

- Mission

The mission of the human resource department is to provide a conducive working environment for its employees. An environment that is safe and promotes the personal development of its people to ensure that each employee attains to their highest potential both in their personal life and in their work responsibilities. We are committed to providing supportive and advanced services for all faculty and staff.

3.0   Definition of terms

- Sustainability- means meeting today's needs while considering the needs of future generations.

- Community- a group of people with common interests and who live or work within the same area.

- Discrimination- unfairly singling out an individual or group based on specific characteristics such as race and religion.

- Harassment- This is the act of subjecting an individual or group to offensive or troubling behavior.

4.0   **Core Values**

- Community

As a department, we believe in the power of the communities we make and serve. We believe in creating a robust community with values that help make individuals better people. We

believe in sharing knowledge, resources, and skills to allow us to work together to achieve

shared goals.

- Integrity

Integrity involves demonstrating solid ethical principles that remain uncompromised

regardless of the situation that an individual finds themselves in. As a department, we believe

in integrity as a core value for all our operations. We wish to have all employees build

relationships and trust and carry out their duties on this foundation. We desire to work with

principled employees who can be counted upon.

- Sustainability

As an organization, we have the unique opportunity to influence other universities to make

more environmentally friendly decisions. This comes down to creating better environmental

conditions whereby we live the world better than we found it. Future generations are

depending on us to change to environmentally sound processes and assessments. As a

university, we want to do our part by ensuring that our effect on the environment is

minimized as much as possible. In this regard, we encourage each employee to support the

organization in promoting sustainability using the recycling program, reusing initiative, and

using renewable energy.

5.0   **Codes of conduct**

- Relationships between employees: This is to notify all employees that romantic

   relationships and fraternizing among employees are not allowed. Employees are

   expected to relate with each other professionally at all times. In situations where two

   employees are in a romantic relationship that began prior to their employment, it is

   required that the two employees notify the human resource department.

- Harassment and discrimination: In this organization, we value diversity and

   inclusivity as we endeavor to provide a conducive working environment for our staff.

As an organization, we are committed to fair and equal treatment of every worker. Thus, we do not allow any form of discrimination or harassment.

- Organizational culture and behavior in the workplace: It is expected that each employee will practice punctuality in their work attendance. All employees must attend work daily unless a supervisor has permitted absenteeism. In case of disagreements between employees, the disputed matter must be reported to the immediate supervisor, who shall resolve the issue in the best manner possible.

- The use of technology and security in the workplace: Personal mobile phones during working hours are completely prohibited. Employees cannot share work-related information or images and videos on their social media networks without appropriate authorization. The university's official website shall not be used to share any personal information unless official authorization has been sort.

- Disciplinary actions: failure to adhere to the code of conduct or commit certain offenses shall lead to disciplinary action, which shall begin with a verbal warning. The next step shall be a written reprimand followed by suspension and finally discharge from employment. An employee will be allowed to appeal any decision made by the disciplinary committee if they are unsatisfied with such a decision.

References

Include. (n.d.).*Guide to writing a code of conduct*. Retrieved from

https://projectinclude.org/writing_cocs