



CODE OF CONDUCT



OUR CODE, YOUR GUIDE

Our Code of Conduct outlines CSU's ethical standards. It applies to our entire CSU community, including students, faculty, staff, and partners. I am championing the Code, and have set aside this time to focus on it, so that we all understand our expectations when interacting with each other or external parties.

Achieving our mission requires complex interactions and decision making, but the foundational concept is simple: do the right thing. Our Code may not address every situation that you encounter as a student, faculty, or staff member. If you have questions, it is always appropriate and encouraged to ask for help. We value CSU community members who speak up and raise concerns. We will not tolerate retaliation against anyone who reports a potential ethics violation in good faith.

Zaldwaynaka ("Z") Scott, Esq.
President, Chicago State University

OUR CODE COMMITMENTS

Within our Code you'll find information about our commitments to each other and our community:

1. WE TREAT EACH OTHER WITH RESPECT AND CREATE A SAFE CAMPUS.
2. WE DO NOT DISCRIMINATE.
3. WE PRACTICE PERSONAL, PROFESSIONAL, AND ACADEMIC INTEGRITY.
4. WE RESPECT ACADEMIC FREEDOM AND FREEDOM OF EXPRESSION.
5. WE CONDUCT RESEARCH IN AN ETHICAL AND LAWFUL MANNER.
6. WE ENGAGE IN CAREFUL COMMUNICATION AND MEDIA USE.
7. WE AVOID CONFLICTS OF INTEREST AND COMMITMENT.
8. WE ABIDE BY THE STATE RULES RELATED TO GIVING AND RECEIVING GIFTS.
9. WE RESPECT OUR PARTNERS AND EXPECT THE SAME IN RETURN.
10. WE AVOID CREATING UNFAIR ADVANTAGES.
11. WE ABIDE BY THE STATE RULES RELATED TO POLITICAL ACTIVITY.
12. WE RESPECT THE UNIVERSITY'S RESOURCES, ASSETS, AND THE PROPERTY OF OTHERS.
13. WE MAINTAIN THE CONFIDENTIALITY AND PRIVACY OF INFORMATION.
14. WE MAINTAIN AND REPORT ACCURATE FINANCIAL INFORMATION.
15. WE MAINTAIN, RESPECT, AND VALUE RELATIONS WITH OUR COMMUNITIES.

To be #csuproud of our accomplishments, we must:



Be accountable for our experience.



Engage with the people, information, and situations around us.



Speak up about what matters.

Put your "integrity in motion" by demonstrating:



Accountability



Collaboration



Honesty



Respect

QUESTIONS TO ASK WHEN FACED WITH AN ETHICAL DECISION

Use your best judgment. If you are ever unsure, ask a leader.



Is it safe, honest, and legal?



Would I be uncomfortable if my choice was publicized?



Is it in-line with our policies and processes?



Could this harm our community's reputation?

IF YES, **PROCEED.**

IF YES, **STOP AND SEEK GUIDANCE.**

OUR RESPONSIBILITIES UNDER THE CODE

Every CSU community member is responsible for maintaining high ethical standards.

- Act with honesty and integrity in everything you do.
- Understand our Code, the laws, and policies that relate to your role.
- Speak up and report concerns.
- Cooperate fully and tell the whole truth.

If you are a leader, you have additional responsibilities.

- Lead by example and demonstrate integrity.
- Encourage people to ask questions and raise concerns.
- Clarify expectations for your group.
- Report behavior that is illegal or violates our Codes or policies.
- Never retaliate or allow retaliation against someone who raises concerns.
- Follow through with consequences if required.

SPEAK UP: ASKING QUESTIONS AND RAISING ISSUES

At CSU, we are accountable for maintaining a culture of ethics together. This means speaking up when you have a concern or question and protecting others who do the same.

- If you have questions about any portion of the Code or the State Officials and Employees Ethics Act, contact CSU's Ethics Officer at ethicsoffice@csu.edu or by phone at (773) 995-3519.
- If you need to file a complaint, contact CSU's Ethics Officer, or use the Office of Executive Inspector General (OEIG) Hotline at 1-866-814-1113.