The mission of The Catholic University of America as a community of students, faculty, administrators, and staff is to pursue the truth in all its forms through excellence as a Catholic university, excellence in graduate research and excellence in teaching and learning. Fulfillment of this mission by us as employees requires, among other things, that our workplace embody the Catholic principles of social justice, especially the benefits from working as a community of service towards a shared aim.

In order for all of us as CUA employees to attain the levels of excellence upon which the University’s success depends, we are all held accountable for:

1) **Supporting the institution’s Catholic mission and respecting its core values.** Faithful to the Christian message as it comes through the Church and faithful to its own national traditions, The Catholic University of America has unique responsibilities to be of service to Christian thought and education in the Catholic community as well as to serve the nation and the world. As employees of the University, we are expected to honor this mission, regardless of our own religious affiliation, by consistently demonstrating the institution’s core values of **integrity, respect, excellence, responsibility, service** and **community** in our daily work.

2) **Conducting all our interactions within the University community and on behalf of the University with the highest integrity and ethical standards.** As employees of the University, we are expected to avoid even the appearance of impropriety in respect to the performance of our duties and must not use our positions or knowledge gained on the job to inappropriately influence decisions for the personal advantage of our family, our friends, or ourselves.

Further, we are required to understand and comply with all laws, regulations and policies related to our work. The University has developed and documented policies and procedures to facilitate employee conduct that supports and promotes its mission and values. To fully comply with these standards, it is essential that we read and understand all applicable policies. These policies can be found in the following documents, which are available on-line:

- Faculty Handbook ([http://provost.cua.edu/handbook](http://provost.cua.edu/handbook))
- Staff Handbook ([http://humanresources.cua.edu/staffhandbook](http://humanresources.cua.edu/staffhandbook))
- Financial Policy and Procedures Manual ([http://treasurer.cua.edu/policyman/policy.htm](http://treasurer.cua.edu/policyman/policy.htm))

Other relevant policies and procedures affecting our work within the University are available on the CUA website at [http://policies.cua.edu](http://policies.cua.edu).

Employees who have questions or who would like clarification on any part of the applicable policies are encouraged to speak with their department management. If questions remain, employees may contact the Office of Human Resources for questions on the **Staff Handbook**, the Office of the Provost for questions on the **Faculty Handbook**, or the Office of the Treasurer for questions on the **Financial Policy and Procedures Manual**.
Any known violation of these policies should be brought to the attention of an immediate supervisor. If you are uncomfortable addressing the issue with your supervisor, the situation should be addressed to one of the following offices:

a. Internal Auditor (Leahy Hall, #297)
b. Equal Opportunity (Leahy Hall, #291)
c. General Counsel (Leahy Hall, #280)
d. Human Resources (Leahy Hall, #170)
e. President, after other appropriate offices have been contacted (Nugent Hall, #104)

3) Treating all members of the public and the community with respect, courtesy, and professionalism. The University is committed to providing an educational and work environment that is nurturing and supportive. Accordingly, employees are expected to conscientiously fulfill their obligations towards students, parents, advisees and colleagues fairly, respectfully and professionally. Employees will not discriminate against anyone on the basis of applicable criteria identified by local and federal law, such as race, color, religion, sex, national origin, age, marital status, personal appearance, family responsibilities, disability and the like. We must exercise care to ensure that any personal relationships do not result in situations that might interfere with our objective judgment. When provided access to privileged information about students, employees or donors, we will ensure that the privacy of these individuals is always protected.

4) Performing the functions of our positions to the best of our abilities. The University is a community of individuals committed to excellence in education, research and service. Its distinctive character ultimately depends on the intellectual and moral quality of its members. As a member of this community, we must strive for excellence in our job performance. We must always act in the best interest of The Catholic University of America by making decisions that are consistent with the safety, privacy, and well being of the entire community. All members of the community must discharge their duties in a manner that will protect the institution’s academic and research reputations, while safeguarding the University’s mission as well as its financial, physical and human resources.

5) Taking the initiative in improving our knowledge, skills, and abilities. The acquisition of knowledge is a life-long process that enriches our lives. In academia, we are especially aware of the need to continually seek knowledge and understanding. As a result, the University considers it each employee’s responsibility to frequently update and enhance their work-related skills. We must continually stay abreast of new developments and trends within our disciplines and ensure that the University is taking advantage of all available resources to improve our educational and research missions or to support the various services we provide to students. It is incumbent on each of us to reach our full potential by continually developing our skills and abilities to better serve the University.

6) Seeking opportunities to collaborate with colleagues and contribute to effective teamwork. Working together in service as a community, the University can achieve excellence. To accomplish this goal, however, all members of the community must collaborate with one another and work towards a shared aim. We must always support our colleagues and co-workers in their endeavors, and properly credit the contributions of others in our own work products. Only through teamwork and collaboration, can we effectively contribute to the University’s Catholic, intellectual, moral and cultural environment.
THE CATHOLIC UNIVERSITY OF AMERICA
Office of Human Resources
Washington, DC 20064
202 319 5050  FAX 202 319 5802

CODE OF CONDUCT STATEMENT

I acknowledge that I have received a copy of The Catholic University of America’s Code of Conduct statement. Further, I agree to read and abide by the Code of Conduct.

____________________________________  ______________________
Employee’s Signature                  Date

____________________________________
Employee’s Name (Please Print)