EMPLOYEE CODE OF CONDUCT

The mission of Morehouse College is to develop men with disciplined minds who will lead lives of leadership and service.
John Silvanus Wilson Jr.
President

Dear Colleagues:

We welcome the opportunity to present to you the revised Morehouse College Code of Conduct.

It is an outline of various laws, policies, rules and regulations that govern the conduct of every College employee and that say to College employees, stakeholders, suppliers and others that Morehouse is committed to responsible business ethics and integrity.

As you are aware, the purpose of the code of conduct is to emphasize the necessity for and the responsibility of all employees of Morehouse to be aware of and perform their duties and responsibilities in compliance with all applicable provisions of federal and state laws and regulations, as well as the policies, rules, and regulations of the College.

Although the code addresses a number of specific laws, policies, rules, and regulations, it is not intended to be a comprehensive list of legal and ethical standards. Instead, it provides you with information about and source references for the laws, policies, rules, and regulations that govern their conduct. It is also an educational tool and information directory to be used by the College’s Ethics and Compliance Program for training employees regarding the conduct required of them.

Please read this document carefully and ensure that you fully comply with these policies. We ask that you embrace and live this code and use it to help make ethical decisions. If you ever have ethics related questions or concerns about any situation, this code can steer you through them.

Specific ethical or compliance questions of employees should be directed to the College’s Ethics and Compliance Director or directly to the College’s anonymous EthicsLine. Please also refer to the College’s Policies and Procedures Manual for additional information.

Morehouse depends on each student, employee, and stakeholder to uphold the College’s tradition of excellence. And we expect that you will represent yourself—and the College—well. Integrity and high standards are not only good policy; they make for good business.

Sincerely,

John Silvanus Wilson Jr.

The term “employees of the College” includes all Officers, Administrators, Faculty, classified and non-classified staff, and professional personnel employed by the College.
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Spirituality

_Spirituality_ is the belief that everyone carries a spark of the Divine. As you ignite your spark into a flame, encourage others to do no less than the same. At Morehouse, we honor each individual’s spiritual path to greatness.
History of the College

When you step onto the campus of Morehouse — the nation’s only comprehensive, private, historically black, four-year Liberal Arts College for men — you immediately are aware of both your history and your destiny.

Although times change, Morehouse’s mission remains steadfast: to produce academically superior, morally conscious leaders for the conditions and issues of today, whether “today” is post-Civil War or turn of the new millennium.

Morehouse was established in the basement of the Springfield Baptist Church in Augusta, GA in 1867, as the Augusta Institute, two years after the Civil War ended. The school’s primary purpose was to prepare black men for ministry and teaching.

The Augusta Institute moved to Atlanta in 1879 and changed its name to Atlanta Baptist Seminary. Morehouse moved to its current site in Atlanta’s West End community in 1885. Today, Augusta Institute is Morehouse College (“Morehouse” or the “College”). In 1913, the name was changed to Morehouse College in honor of Henry L. Morehouse, the corresponding secretary of the Northern Baptist Home Mission Society.

The campus, located on a 66 acre campus in Atlanta, enjoys an international reputation for producing leaders who have influenced national and world history. The campus encompasses a Civil War historic site, where confederate soldiers staged a determined resistance to Union forces in General Sherman’s siege of Atlanta in 1864. National memorials have been erected to honor Dr. Martin Luther King, Jr., Dr. Benjamin E. Mays, and internationally noted theologian, Dr. Howard E. Thurman.

In 2006, the College received the coveted collection of personal papers of alumnus Dr. Martin Luther King, Jr., which includes more than 7,000 handwritten notes, letters and sermons.

Morehouse Facts

- With an enrollment of approximately 2,800, the student body represents more than 40 states and 27 foreign countries.
- The College has 155 full-time faculty.
- 100% of tenured track professors have terminal degrees.
- The most popular majors include Business Administration and Economics, Political Science, Biology, Engineering, Religion and Philosophy and Psychology.
- Morehouse College is the first Historically Black College to produce a Rhodes Scholar.
- Morehouse College is one of three black institutions with a Phi Beta Kappa Honor Society represented on campus.
- The College has produced 10 Luard Scholars, an honor given to students attending United Negro College Fund institutions by The English-Speaking Union of the United States to fund their junior year of study at a British university.
- The Shirley A. Massey Executive Conference Center, a 73,000-square-foot, $13-million facility, opened in August 2006. The Center includes diverse programs that foster leadership skills and encourage community involvement. It houses the Leadership Center at Morehouse College, the Andrew
History of the College

In 1994, Nima A. Warfield, was named a Rhodes Scholar, the first from a historical black college. Morehouse has been named by the Wall Street Journal as one of the top 50 most successful schools across the nation when it comes to sending students to well-known, well-respected graduate and professional schools. Black Enterprise has consistently ranked Morehouse the No. 1 College in the nation for educating African American students.

As the nation’s only historically all black-male college, Morehouse has held true to its mission to educate and nurture black male leadership. Morehouse has a legacy of producing successful leaders with a social conscious. The College continues to deliver an exceptional educational experience that today meets the intellectual, moral and social needs of students representing more than 40 states and 18 countries – a distinguished institution dedicated, as always, to producing outstanding men and extraordinary leaders to serve humanity with a spiritual consciousness.

Morehouse College, along with Morehouse School of Medicine, Spelman College and Clark Atlanta University forms the Atlanta University Center, the largest private educational complex in the world with a predominantly black enrollment.

Morehouse Facts

- The Robert W. Woodruff Library, shared by all the schools in the Atlanta University Center and ranked as one of the best libraries in the South, contains more than 500,000 books including an outstanding African American collection.

- School alumni include a long list of distinguished leaders including Dr. Martin Luther King, Jr., Maynard Jackson, Samuel L. Jackson, Robert E. Johnson, Spike Lee, Dr. David Satcher, Dr. Louis Sullivan, and Walter E. Massey.
Community is a place where everybody is somebody. When you allow the thread of each person’s uniqueness to show through, the tapestry is made whole. At Morehouse, we live the truth that we really are all in this together.
Our Code of Conduct (Code) in Action

As employees of Morehouse, we must carry out our daily activities with a commitment to ethics, integrity and excellence. Our Code explains the standards of conduct that employees are expected to follow and is a guide to help us keep that commitment.

The Code supports the college’s vision and values and provides guidance for making ethical business decisions. In addition, the Code sets expectations for conducting college business and is the foundation for all ethical business conduct, including providing directions on how we are expected to behave with each other, our students, our alumni and the community in general. As a member of the Morehouse community, every employee has a responsibility to do the right thing and contribute to the success of the College. In addition to receiving a copy of the Code, all employees participate in ethics and compliance training on a regular basis and are expected to model and promote ethical behavior. New employees are introduced to our Code as a part of our new hire Orientation. A Certificate of Compliance is sent to all employees upon completion of training.

Who Must Adhere To The Code?

We all must adhere to the Code. All employees, including temporary, part-time, contract employees and the Board of Trustees, have a responsibility to read and certify that they will comply with our Code. In addition, every vendor, supplier and consultant who does business with our institution is expected to adhere to our Code.

Our Code Helps Us to Achieve Our Mission

The underlying values and principles of Morehouse are reflected in our Code which provides a framework for how we behave at work. This framework includes:

Ethics: We are committed to the highest ethical and professional standards in pursuit of our goal of developing leaders with a social conscious. Ethics is understanding the difference between right and wrong and choosing to do the right thing at all times, even when faced with a dilemma. Achieving this goal demands excellence and unquestionable integrity from every employee of Morehouse.

Compliance: Employees are expected to comply with all federal, state and local laws and regulations as well as all policies and procedures of Morehouse. Compliance is knowing and following the rules as they have been provided to you.

Behavior: Employees are expected to engage in honest and ethical conduct. This includes avoiding actual or potential conflicts of interest and commitments.
Integrity: Employees are expected to consistently do the right thing – even when no one is looking.

Our Code in Action

Employees should promptly report possible violations of the Code to their Supervisor or Manager, or the Ethics and Compliance Officer - no matter how difficult it may be to do so. Promoting an ethical culture not only helps the college achieve its mission, but it fosters a climate of teamwork and a positive work environment - one that makes all of us proud.

Resolving Business Ethics Concerns

Every employee has a responsibility for promptly reporting suspected violations of federal or state law and regulation, and college policy and procedures. You have an obligation to speak up.

Making an Ethical Decision

Before you make a decision, consider how it would look in a news story. We should ask ourselves what the impact would be if the conduct or actions became public or were reviewed by colleagues we respect. If you are uncomfortable with the answer, don’t do it! If you are faced with a situation that may not comply with our business ethics standards, or you may be concerned that it may be unethical, inappropriate or illegal, do the following:

- First, consider the steps you can take to try to remedy the situation. If possible, discuss the concern directly with the person involved.
- Try to resolve the concern through your Supervisor or Manager, other standard management channels, or the Human Resources Office.
- You can call the EthicsLine Any time, Any day. The Ethics Line is available 24 hours a day, 7 days a week. Your call is anonymous and is guaranteed to get action. You must leave a detailed description of the situation you are reporting including as much information as possible. If you want a response, you must provide your name and a phone number or email address.

All calls to the EthicsLine are taken seriously. As employees of Morehouse, we all have an obligation to cooperate with investigations involving any form of misconduct. Failure to cooperate could result in disciplinary action up to and including termination of your employment.

The Audit Committee of the Board of Trustees and the President receives periodic summaries of all EthicsLine reports and recommendations. If your concerns are not being adequately addressed or resolved, contact the Ethics and Compliance Officer (404-681-7589) or the Chief Auditor (404-614-8562) with any questions you have regarding compliance issues.
You can always confidentially contact the EthicsLine at 1-888-299-0540 – 24/7

(Your name and phone number do not display on the phones)

EthicsLine via the web:  http://www.tnwinc.com/Morehouse/

We make every attempt to protect the confidentiality of information provided to the extent allowed by law, unless maintaining confidentiality would create a significant health or safety risk.

**Ethics and Business Conduct**

When unsure whether your actions and decisions comply with the Code, ask yourself the following questions:

- Is it the right thing to do?
- Is it consistent with values of Morehouse?
- Do I have the authority to act?
- How would I feel if other people found out about this action?
- Is it legal?
- Have I identified and considered all of my options?
- What are the consequences of my decision?
- Should I discuss this with my supervisor or seek advice from others?
- How will my decision be viewed in one month or one year later?
- If it became known, might my actions result in embarrassment either within or outside the College?

Seek guidance if you are still unsure what to do. Do not hesitate to ask questions and get the advice and guidance you need. Keep asking questions until you are certain you are doing the appropriate thing.

*Report a compliance issue online at:*  http://www.tnwinc.com/Morehouse/

*Report a compliance issue to the Ethics Line:*  1-888-299-0540
The Ethics and Compliance Mission

Ethics is about behavior. In the face of a dilemma, it is about doing the right thing. Ethical employees take the “right” and “good” path when they come to the ethical choice points. Ethics and ethical behavior serves as a barometer of your integrity and character, as well as demonstrates the values that you bring to Morehouse. Compliance and ethics impacts, integrates and coordinates all significant requirements with which the College must comply by law, regulation, policy, procedures, or other binding rules or agreements. Our Ethics and Compliance program seeks to ensure that employees are aware of and comply with such laws, in an effort to reduce the prospect for unlawful conduct and that our behavior is consistent with the values of the College.

The Ethics and Compliance Office coordinates the College’s various compliance efforts and provides the Morehouse community with a comprehensive view of compliance activities. The achievement of fostering a culture of ethical behavior marked by integrity, openness, honesty, accountability, and compliance rests with each individual employee.

In addition to building a culture of ethical behavior, the program is designed to prevent, detect and eliminate regulatory violations of fraud and abuse within the College, and to provide all employees with appropriate information on policies, procedures, informational resources and regular training that promotes law-abiding and ethical decisions in all workplace conduct. Morehouse is committed to the highest ethical and professional standards in pursuit of its goal of “developing leaders with a social conscious.” Accepting this goal demands good judgment from all faculty, staff and students of the College.

While you are not expected to know all the laws and policies that apply to Morehouse, you are expected to know and follow those that apply to your job function. You are accountable for your individual actions and for achieving the shared mission and core values of the College.

Unethical or illegal activity can have serious consequences for both individuals and Morehouse. The College may be financially penalized through lawsuits, claims, fines or restrictions. But most importantly, we should care, this is our College, and what harms it - can harm us.

An Ethical Workplace Starts With Each of Us!
The Non-Retaliation Policy

Every employee is responsible for reporting misconduct including actual or potential violations of the law, regulations and College policies and procedures. Morehouse is committed to protecting employees from retaliation when they raise, in good faith, business conduct issues or report alleged violations of College policy or law. Retaliation against employees for reporting business conduct issues, violations of policies and procedures, or violations of law, may result in disciplinary action, up to and including termination of employment, for any person who retaliates. Retaliation against employees who report alleged violations of law may also result in criminal charges, fines, and imprisonment and could expose the College to substantial fines. Employees who are found to have intentionally submitted a report that they knew to be untrue and inaccurate may face disciplinary action, up to and including termination of their employment.

You may review this policy at https://www.morehouse.edu/administration/ethics/index.html and in the Policies and Procedures Manual on Tigernet.

Whistleblower Policy

Morehouse is committed to protecting individuals from interference with making a protected disclosure, from retaliation for having made a protected disclosure, or for having refused to participate in wrongful conduct. It is the responsibility of all directors, officers, and employees, to comply with the Code and to report suspected violations. Although Morehouse encourages employees to report concerns to their immediate Supervisor, Manager or other official, there are times when an employee may feel it is necessary to report a concern outside of the traditional reporting mechanism. Please review this policy at:

https://www.morehouse.edu/administration/ethics/index.html

Responsibilities of Management

Supervisors and Managers are responsible for creating and maintaining a work environment that encourages free discussion and questions about legal and regulatory compliance. Additionally responsibilities of Supervisors and Managers include:

• Monitoring and ensuring compliance with this core policy by employees and others who do business on behalf of the College
• Ensuring that ethics and compliance training processes are completed within the first month of hire for every new and transferred employee under their supervision
• Taking a leadership role in modeling exemplary behavior in ethical business conduct and being open and available to discuss ethical concerns
• Dealing effectively with business ethics concerns that arise in their business units
• Protecting any employee from retaliation who reports, supplies information about, or assists in an investigation into an ethics or compliance concern
Malicious and Fraudulent Reports

If the investigation of an incident report concludes that the individual who reported the incident did so with malice and/or the information reported was fraudulent, Morehouse will take appropriate disciplinary action against the reporting individual.

Compliance Investigations

We cooperate with all internal and external investigations and audits. You may be required to work with our Ethics and Compliance Office, Chief Audit Officer or the Office of the General Counsel to respond to litigation or requests from government and other external agencies. It is expected that you will tell the truth when responding to an investigation or audit, and that you will never alter or destroy records in response to litigation, an investigation or audit, or when one of these is anticipated. If you are involved in an investigation, do not discuss the investigation with anyone, unless instructed to do so by the investigators.

Compliance Committees

Morehouse’s Functional Liaison Compliance Committee offers guidance and recommendations to the Compliance Officer and is comprised of representatives from all business units. This committee meets on a quarterly basis. In addition, a Senior Advisory Compliance Committee assists in the implementation and operation of the compliance program.

Compliance Training

All employees are expected to participate in regular training to learn about the College’s business ethics standards and expectations. Mandatory training is required of all new employees. Training is offered online and may also be offered in a traditional classroom setting, or as specialized training developed to meet an individual department’s needs.

Mandatory grants related training is offered to all current Principle Investigators (PIs), Principle Directors (PDs), employees who anticipate working on a grant in the future, and employees with grant related responsibilities. This training provides information to all faculty and employees regarding the College’s compliance with laws governing grants including OMB Circulars A-21 and A-110.

Managers are required to communicate the College’s high expectations regarding ethical business conduct to all new employees and reinforce these expectations whenever an employee transfers within the College.
Accountability is taking responsibility for the consequences of one’s actions. When people know they can count on you, they will respect you. At Morehouse, we live the truth that the buck stops with you.
Conflict of Interest

Morehouse relies on the integrity and undivided loyalty of its employees, officers and directors to maintain the highest level of objectivity in performing their duties. Each employee, officer and director is expected to avoid engaging in activities that conflict with the best interests of the College, or which interfere with them performing their job duties or fulfilling responsibilities at the College. You are expected to avoid situations in which your judgment in making decisions or taking actions on behalf of Morehouse may be adversely affected by personal consideration or situations in which job performance, loyalty or stewardship to the College is compromised. Any personal activities or interests of an employee, officer or director that could undermine their commitment or influence his or her judgment, decisions, or actions, with respect to the interests of Morehouse, must be disclosed.

A Conflict of Interest refers to a situation in which an individual’s financial, professional, and other personal considerations may directly or indirectly affect, or have the appearance of affecting their professional judgment in exercising any College duty or responsibility. Conflicts exist when a person’s private interest interferes, or is perceived to interfere, in any way with the interests of Morehouse. The existence of a conflict depends on circumstances including the nature and relative importance of the interests that may be financial or may involve a personal relationship. A conflict situation can arise if an employee, officer or director, or member of his or her immediate family (spouse, parents, grandparents, children, siblings, whether by blood, marriage or adoption, in-laws and anyone living in the employee’s, officer’s or director’s home) take actions that make it difficult for him or her to perform duties objectively or receives improper personal benefits as a result of his or her position at Morehouse. All employees are required to disclose annually any actual or potential conflicts of interest. Prompt and full disclosure is always the correct first step towards identifying and resolving any potential conflict of interest.

Doing Business with Family Members

When employees or their immediate family members have an interest in a business as an owner, operator or as an executive officer, they must be alert to the possibility that a conflict of interest may arise, if the business also has a relationship with Morehouse or proposes to do business with the college. This information must be disclosed by the employee. Every employee is required to carefully evaluate and arrange their external interests in order to avoid compromising their ability to carry out their primary obligations to Morehouse.
Grants and Contract Proposals for External Funding

You may not sign (execute) any contract purporting to be made on behalf of Morehouse unless you have the delegated signature authority to do so. All signature authority must be delegated in writing with specific limitations delineated by the President. The only persons designated to execute contracts on behalf of the College are the President, Chief Financial Officer and the Provost.

If you sign a contract without the proper written authority from the President, you will be subject to disciplinary actions up to and including termination of your employment. In addition, any contract signed by an individual without proper contracting authority may become the personal obligation of that individual.

The submission of a grant or contract proposal for external funding constitutes a formal transaction between Morehouse and the funding organization. The Office of Sponsored Programs and the Office of Grants Administration are responsible for reviewing and approving all federal government sponsored proposals.

Overtime and Timekeeping

Federal and state laws require Morehouse to keep an accurate record of time worked in order to calculate employee pay and benefits. Employees have the responsibility for accurately recording the time they work – meaning the time spent on the job performing assigned duties, on their timesheet. Altering, falsifying, or tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

All employees are classified as either exempt or non-exempt. Exempt employees, because of their position and duties, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). Non-exempt employees are employees who, based on duties performed and manner of compensation, are subject to all FLSA provisions.

Non-exempt employees should report to work no more than 15 minutes prior to their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without express, prior authorization from their Supervisor or Manager. Supervisors and Managers are responsible for planning and scheduling work so it can be performed within the regularly scheduled hours of the College. When required, employees (non-exempt) are expected to perform overtime assignments.
Supervisors and Managers must authorize overtime work for non-exempt employees before the work is actually performed. If you perform overtime work without the prior approval of your Supervisor, you will be subject to disciplinary action, up to and including termination of your employment.

In accordance with the FLSA, non-exempt employees must receive overtime pay at the rate of 1.5 times their regular hourly rate for hours worked in excess of 40 hours per workweek. Under no circumstances may compensatory time be given in lieu of overtime pay. Exempt employees do not receive overtime pay.

**Procurement and Contracts**

All agreements for goods and/or services supplied by external entities must be in compliance with the Purchasing Policy outlined in the Policy and Procedures Manual (BF 500.1). This includes the acquisition of equipment, furnishings, supplies, construction preventive maintenance, and contractual services, including purchases made under sponsored programs and grants. Employees involved in extending contracts must ensure that they follow the College’s policy for the review and approval of such contracts. All contracts for services and agreements to purchase goods, including those under a federal grant or sponsored program, must be appropriately reviewed and approved by the Office of the General Counsel. A contract is required for all services, and goods and services regardless of the dollar amount.

**Management of Equipment Acquired Under Federal Agreements**

OMB Circular A-110 establishes uniform requirements for federal grants and agreements awarded to institutions of higher education and other non-profit organizations. In accordance with this circular and the sponsoring agency, Morehouse is subject to certain federal controls on the acquisition, use and disposition of federal equipment. All equipment acquired under federal grants and contracts must be properly identified, recorded, maintained, and disposed of. The department dean and PI/PD share responsibility for the care, maintenance, safeguarding, and use of federal equipment in their custody. The Accounting department is responsible for inventory and tagging all equipment including newly acquired equipment in accordance with these procedures.

**Sub-Recipient Agreements and Monitoring**

In some cases, when engaging in sponsored activity or research under a research grant or contract, the College will contract with other entities to perform some of the activity. This process is known as a sub-contract and the entity assigned the work is known as the sub-recipient. When the College engages sub-recipients, the College must monitor the entities to which they sub-contract their federal funds. The monitoring of technical and financial activities associated with a sub-recipient is an integral part of the College’s stewardship of sponsor funds.
Response to External Legal, Law Enforcement, Government or Other Outside Inquiries

Morehouse may receive court orders seeking information about its employees. You may neither confirm nor deny to any unauthorized person the existence of, or any information concerning, a subpoena, warrant, court order, summons, wage garnishment or other legal request. If you receive any legal documents, including court orders and subpoenas, warrants, summons and correspondence from any government or law enforcement agency, or any attorney, immediately contact the Office of the General Counsel. This is true whether the legal request is received at work or at your home. It is the policy of Morehouse to cooperate fully in government investigations involving the College.
Trust is having confidence in the integrity, ability, and good character of others and managing yourself in such a way that others have confidence in you. At Morehouse, we consciously look to the good in all people and in all situations.
Accuracy of Records

Morehouse is committed to maintaining and providing truthful information that fully satisfies applicable legal requirements, including the Sarbanes-Oxley Act of 2002. The records, data and information owned, used and managed by Morehouse must be accurate and complete. Employees are required to maintain the integrity and accuracy of business documents and records for which they are responsible. The deliberate falsification of documents is strictly prohibited.

You must create accurate records that reflect the true nature of the transactions and activities that they record. You must resolve discrepancies in any records and make appropriate corrections. If you suspect or learn that records are misleading or contain errors, you must promptly inform your Supervisor, Manager, the Ethics and Compliance Officer, or call the EthicsLine. Because even a minor error can affect the truthfulness of a record, you must report all errors, regardless of their size or how long ago they may have occurred. If your Supervisor or Manager fails to address a report about a record’s accuracy, you must report your concern to the Ethics and Compliance Officer or to the EthicsLine.

When litigation or an investigation is pending, relevant records must not be destroyed. Selective destruction of a document to avoid it being seen by a government official or other party is unlawful and could lead to criminal prosecution. If you are aware of documents that have been falsified or you believe a record is not accurate, contact your Supervisor, Manager, or the Ethics and Compliance Officer.

Computer Access and Passwords

Passwords are used to control access to Morehouse systems, networks, applications, accounts, and data. Every user of Morehouse systems must obtain his or her unique username and password. Usernames and passwords must not be shared. A compromised password not only puts a user’s e-mail and files at risk, but may also expose sensitive college data and systems. All members of the college community are responsible for taking the appropriate steps to select and secure their passwords.

Confidential Information

Confidential information is one of the most valuable assets of any organization. Employees and others acting on behalf of Morehouse are responsible for protecting confidential information from unauthorized disclosure whether internal or external, deliberate or accidental. Morehouse is committed to protecting the confidential information of employees and expects you to show the same commitment to protecting the confidential information of other employees, students, alumni, donors, vendors and anyone else associated with the College. This means confidential information cannot be shared with family, friends, and even in many cases with other employees. Confidential information should never be discussed in public areas since it is easy to be overheard by individuals who are not authorized to access the information.
In addition, confidential information should not be left unattended on desks, on your computer screen or in other public areas. Access to and disclosure of employee records is prohibited unless there are legal, medical or employment reasons to do so. Employees are permitted to access confidential information of the College, including financial information, only if it is necessary to complete their jobs and only with proper authorization.

**Family Educational Rights and Privacy Act (FERPA)**

A student’s personal information and academic records are protected under the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student’s educational records. The law applies to all schools that receive funds under applicable programs of the U.S. Department of Education as Morehouse does.

Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. Eligible students have the right to have access to their educational records. Morehouse must have written permission from the parent, if the student is not considered eligible, in order to release any information from a student’s educational record.

Morehouse may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, they must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the college not disclose directory information about them. Parents and eligible students must be notified annually of their rights under FERPA.

If you have questions about FERPA, please visit The U.S. Department of Education website or contact the Office of Records and Registration at Morehouse.

**Information Technology and Security**

One of Morehouse’s most valued assets is its information technology. We should always use this technology for responsible and authorized business purposes, meaning we may never access the college’s network systems to download or communicate inappropriate, unprofessional, inflammatory or illegal content. This includes obscene, profane, sexually harassing socially or ethnically offensive, or defamatory messages, pictures and videos. In addition, remember that only college approved software may be downloaded onto your workplace computer.

Since the information technology we use when working for Morehouse belongs to the college, we should not expect that e-mails, internet activity or voicemails transmitted or received on the College’s network systems are private. Morehouse reserves the right to review e-mail and Internet activity, and will do so in accordance with local law. The access of any employee e-mail account requires the approval of the General Counsel and Associate Vice President of Human Resources.
Reasonable security mechanisms are established in systems to prevent unauthorized access. Gaining access to information in the College’s system by circumventing these security mechanisms or evidence of abuse of the College’s network systems will result in your loss of security access or other appropriate disciplinary action, including termination of your employment with Morehouse.

**Social Security Numbers**

Identification numbers have replaced social security numbers as a means of identifying employees. Morehouse is committed to protecting the privacy of the social security numbers of students, employees, donors, alumni, vendors and all other members of the college community. Social security numbers are used only when legally necessary and are confidential and legally protected.

**Records Retention and Destruction Schedule**

Morehouse recognizes the need for orderly management and retrieval of all official records and a documented records retention and destruction schedule that is consistent with state and federal regulations. Information is an important asset of the College. All employees possess information that must be managed appropriately throughout its entire life cycle, including proper creation, receipt, use, distribution, storage, protection, retention, and final disposition. Knowing what information to keep, what to destroy, and when and how to destroy it promotes efficiency, savings, confidentiality and legal compliance.

All company records must be retained according to applicable laws. College records must be kept in such a way that an accurate, auditable trail is maintained. This applies to records such as financial transactions, workers’ compensation claims, environmental regulatory documents and other records identified in the College’s records retention schedule.

It is of utmost importance to maintain financial records in accordance with the Generally Accepted Accounting Principles (GAAP). You may not make or omit an entry on the College’s books or records if the result would misrepresent the true nature of any transaction.

You may never destroy, alter, mutilate, or conceal any record if you have been directed to retain it or if you know – or reasonably believe there is a possibility of any litigation or any internal or external investigation concerning that record. If any person directs you to violate this policy, you must immediately contact the Office of the General Counsel and the Ethics and Compliance Officer and take all reasonable measures to protect the record.

The College’s Records Management Policy and Records Retention Schedule provides you with guidelines on the lawful retention and destruction of documents. You can review this policy and records retention schedule at [https://www.morehouse.edu/administration/ethics/index.html](https://www.morehouse.edu/administration/ethics/index.html). Questions about specific record retention requirements should be directed to the Ethics and Compliance Officer at 404-681-7589.
Safeguarding Confidential Information

You must protect confidential information by following Morehouse policies and procedures and contractual agreements for identifying, using, retaining, protecting, and disclosing this information.

You may not release non-public College financial information to the public, social media forums or third-parties unless specifically authorized to do so.

You may only disclose non-public company information to employees who have demonstrated a legitimate, business-related need for the information.
Respect

Respect is a reflection of one’s intrinsic self-worth. How you feel about yourself is mirrored in how you treat others and how they treat you. At Morehouse, we embrace ourselves and each other as people of value.
Equal Employment Opportunity

Morehouse is an equal employment opportunity employer. Employment decisions are based on merit and business needs, not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, marital status, veteran status, political affiliation, or any other factor protected by law. Morehouse complies with the law regarding reasonable accommodations for disabled employees. This law applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, social and recreational programs, and all other conditions, and privileges of employment in accordance with applicable federal, state, and other local laws. Any employee who believes that they have been discriminated against may register a complaint with the Office of Human Resources.

Consensual Relationships

Morehouse’s human resources philosophy is to promote professionalism in all relationships between supervisors and employees. Morehouse recognizes the potential for a conflict of interest when a consensual romantic or sexual relationship occurs between a Supervisor or Manager and his/her employee. Such relationships can interfere with a Supervisor’s or Manager’s ability to evaluate an employee or may, at least, give rise to the perception that the Supervisor’s or Manager’s evaluation is biased. In addition, those who engage in such relationships should be cautioned that questions might later arise regarding whether the relationship was consensual.

Morehouse’s Nepotism Policy (Policy and Procedures Manual, HR 400.1.4) precludes employees from evaluating the work of others with whom they are related, or from making hiring, promotional, transfer or similar decisions concerning such persons. The same concepts behind the Nepotism policy apply to consensual romantic or sexual relationships and require, at a minimum, that appropriate arrangements be made for objective decision-making.

Although Morehouse recognizes that two consenting adults should be free to conduct a personal relationship if they so wish, romantic and/or sexual relationships between employees and students is prohibited. If you are involved in such relationships with students, you will be subject to discipline up to and including termination of your employment.

Firearms and Weapons Prohibitions

A safe and secure environment is a fundamental prerequisite for fulfilling Morehouse’s mission of teaching, research and service. Morehouse is committed to maintaining a workplace that is
free of violence. This obligation includes eliminating recognized hazards from the campus community that can inflict violence or serious harm.

While on College property or at college directed activities, employees are prohibited from introducing, possessing, using, buying or selling weapons, firearms, ammunition, explosives, hazardous chemicals or items deemed by Campus Police to be dangerous. Any employee who becomes aware of a violation is required to notify Campus Police or his/her Supervisor or Manager immediately.

A violation of this policy is a serious offense that endangers the safety of the college community. Therefore, this offense will result in immediate termination of employment. Please refer to the Annual Clergy Report located on the College’s website for additional information on firearms and weapons.

**Harassment and Discrimination**

Morehouse has a policy of zero tolerance for discrimination and harassment based on race, color, religion, age, gender, sexual orientation, gender identity and expression, national origin, disability, marital status, veteran status or any other protected category under applicable law. Harassment includes, but is not limited to conduct both verbal and physical abuse that creates an intimidating, hostile or offensive work environment.

Morehouse is committed to providing an environment that respects the rights and dignity of all members of its community and does not tolerate action and/or behavior of a harassing nature. This includes both sexual and discriminatory harassment and related retaliation. Such behavior is contrary to the standards of the college community. It diminishes individual dignity and impedes equal employment, equal educational opportunities and equal access to freedom of academic inquiry.

Any employee found to be in violation of this policy is subject to disciplinary action, which may include, but is not limited to, written warning, reprimand, suspension or dismissal. Morehouse employees who believe they are being sexually harassed are encouraged to make the problem known to the Associate Vice President for Human Resources, or other human resources personnel. You may also address suspected discrimination or harassment directly with the person engaging in such conduct if you are comfortable doing so and you believe that the conduct is unintentional.

Complaints of harassment and discrimination receive prompt attention, and appropriate action is taken. Any individual who has questions about what constitutes harassing or discriminatory behavior or what conduct is prohibited should discuss them with the Office of Human Resources.
Environmental Health and Safety

Morehouse is committed to providing a safe workplace for all employees and meeting its environmental responsibility. The health and safety of all employees is very important to the College. You must perform your job in a safe and environmentally responsible manner in compliance with applicable policies, practices and the law. Pursuant to federal regulations, the College is required to follow the Occupational Safety and Health Administration’s (OSHA) and the Environmental Protection Agency’s (EPA) regulations as well as other local and state environmental and safety codes, regulations, ordinances and college policies.

Employees should become familiar with and understand how these laws, standards, and policies apply to their specific job responsibilities and seek advice from their Supervisor or Manager as needed. It is the responsibility of individual departments or business units and each individual to be safety-conscious and to follow safety and security practices. If you are a Supervisor or Manager, you must ensure that your employees are trained on the safety and environmental practices applicable to each of their jobs and implement and enforce all applicable regulations and policies.

If there is a serious workplace injury, you must immediately report the situation to your Supervisor or Manager, and the Office of Human Resources at 404-215-2656. If the workplace injury involves an environmental hazard or health and safety condition, please contact the Environmental Health and Safety Officer at 404-653-7812.

Workplace Threats and Violence

It is the goal of Morehouse to promote a safe, respectful, and productive work environment in which to deliver quality academic programs and administrative services. To this end, the College will not tolerate, condone, or ignore workplace violence. Each department head, Supervisor, and Manager is responsible for keeping the workplace free from violence by ensuring that behaviors and actions that are likely to result in workplace violence are dealt with prompt, firmly and fairly.

Morehouse strictly prohibits the use of violence or threats of violence in the workplace and views such actions very seriously. Acts and behaviors that are likely to result in workplace violence, and which may include, but are not limited to abusive language, hitting or shoving, threats of bodily harm, threats, or violence arising out of sexual or racial harassment will not be tolerated. Brandishing of an object which may be used as a weapon, insubordination, the sending of threatening, harassing or abusive email and faxes, using the workplace to violate protective orders, and stalking is a violation of this policy. Violations of this policy will lead to disciplinary actions up to and including termination of employment and the involvement of appropriate law enforcement authorities as needed.

You must report any instances of violence, or hostile behavior to a Supervisor or Manager immediately as well as report it to Campus Police. In cases of imminent danger, you should contact 911 or local law enforcement first, and then contact Campus Police.
This policy is also applicable to non-employees such as vendors, consultants, guests, job applicants, spouses, and others. Disciplinary actions for violations will be consistent with the College’s policies and procedures.

This prohibition covers all College premises and College-sponsored events, as well as off-campus sites should an incident occur that is shown to have an adverse impact on the campus community.
Integrity

*Integrity* is the essence of the individual – the purest part. The truer you are to yourself, the more valuable you are to the world. At Morehouse, we make a difference because we dare to be who we are.
Athletics and NCAA Compliance

All prospective student-athletes must be admitted through the Office of Admissions and must meet the admission and academic requirements of Morehouse. Failure to meet these requirements will result in termination of athletic eligibility and any financial aid associated with the student’s participation in a sport.

As a member of the Southern Intercollegiate Athletic Conference (SIAC), Morehouse adheres to the policies and procedures of the SIAC, the National Collegiate Athletic Association (NCAA) as well as our own policies and procedures. Among the most important rules are those that address the treatment of student-athletes including:

- Student-athletes should be treated in the same way as other students and may not receive any “extra benefit” generally not available to all students.
- Student-athletes cannot be given cash, loans or gifts of any kind, including birthday or holiday gifts.
- Student-athlete amateurism is strictly enforced. It prohibits interactions with agents and professional teams, and the use of a student-athletes name or likeness to promote commercial entities. At no time should an image of a student-athlete be used for any college or other publication without the express permission of the Athletic department.
- Student-athlete recruitment is limited to coaches and Athletic department staff.
- Other Morehouse staff may not contact prospective student-athletes or become involved in the recruiting process.
- Recruiting restrictions also extend to prospective student-athletes friends and family. If a faculty or staff member encounters a coach or an Athletic department staff member with a prospective student-athlete or family member, he or she may not approach or speak with them.
- In addition, faculty and staff may not provide free or discounted tickets or transportation to any game or events to prospective student-athletes, their friends, family or coaches.

Any employee found to have knowingly violated an NCAA rule is, among other sanctions, subject to termination of his or her employment with the College.

Computer Software – Software Licensing

Morehouse licenses the right to use software rather than purchasing outright. As a result, College-owned software may be installed on computers only in accordance with the terms of the software-licensing agreements. In addition, employees are not permitted to download unauthorized software on the computers they use at work.
Employment of Relatives

Morehouse seeks the best-qualified applicants to become employees. Relatives of employees do not receive preferential consideration for employment. However, the College recognizes that relatives of employees and those persons with whom employees may have close/personal relationships sometimes possess special skills required by the College. Employment of relatives or those persons with whom you may have close/personal relationships in the same department or division is allowed only when one relative will not supervise or have control over personnel decisions affecting the other. To avoid possible conflicts of interest, relatives and employees involved in close/personal relationships must not participate, either formally or informally, in decisions to hire, retain, promote or determine the salaries of each other.

Relatives are defined as grandparents, spouses, parents, children, stepchildren, brothers, sisters, step-siblings, nieces, nephews, aunts, uncles, and any in-laws of any of the above. Close/personal relationships are defined as the employee’s domestic partner or co-habitant or someone with whom you are romantically involved.

All employees promoted, transferred, or assigned to a position, which requires that individuals be superior to, or report to a relative or someone with whom there is a close personal relationship must disclose this information to the hiring manager before the decision is made. Any change in life events (such as marriage) that may potentially violate College policy must be reported to your Supervisor or Manager and to the Human Resources Office.

Failure to disclose this information before the decision or when the information is first learned may result in disciplinary action up to and including termination of employment.

Outside Employment

Morehouse employees are allowed to seek work outside of the College; however, this work must not interfere with their work at the College. Full-time employees may accept employment outside of the College only if all of the following apply:

- The employment does not constitute a conflict of interest and does not interfere with the performance of your job. (If you have any questions about whether an outside job would constitute a conflict of interest, check with your supervisor)
- The work is completed off the College’s premises
- The work is completed during non-college work time
- The work does not involve the use of materials, supplies or equipment belonging to the College

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Q. I am the PI on a federal grant. The grant will fund two part-time positions. I would like to fill one of those positions by hiring my son. Does the employment of relatives policy apply to externally funded grant positions?

A. Yes. No individual may be employed in a department or unit under the immediate supervision of a relative regardless of the source of funding.

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In the case of a potential conflict, you must submit a completed copy of a disclosure or potential Conflict of Interest Form to your Supervisor or Manager, who will then submit it to the Departmental Vice President for review. A copy of the form along with an approval or an outline of the steps required to manage the potential conflict will be forwarded to the Office of Ethics and Compliance for final review and approval by the Sr. Leadership Compliance Committee. For information, go to the Conflict of Interest Policy located at https://www.morehouse.edu/administration/ethics/index.html.

**Responsible Use of E-Mail**

Morehouse information resources are to be used exclusively to advance the College’s mission of education, research, and public service. Employees may use these resources only for purposes related to the discharge of their duties as employees, their official business with the College, and other College-sanctioned or authorized activities.

Morehouse acknowledges that occasionally employees may use College information technology resources assigned to them or to which they are granted access for personal use. Occasional personal use is permitted if this use is not excessive, does not interfere with their performance and does not interfere with the efficient operation of the College, and is not prohibited by any other College policy.

Computing resources may only be used for lawful purposes, and may not be used for any purpose that is illegal, immoral, unethical, dishonest, damaging to the reputation of the College, inconsistent with the mission of the College, or likely to subject the College to liability. Impermissible uses (some of which may constitute illegal uses) include, but are not limited to the following:

- Harassment
- Libel or Slander
- Fraud or Misrepresentation
- Destruction of or damage to equipment, software, or data belonging to the College or others
- Violation of circumvention of computer system/network security
- Unauthorized use of computer accounts, access codes (including passwords), or network identification numbers assigned to others
- Academic dishonesty
- Unauthorized copying or transmission of copyright-protected materials

**Use of College Property**

Employees of Morehouse must protect College property and equipment. College property includes equipment (including computers), facilities, materials and supplies. Employees are permitted to use office equipment for personal purposes as long as such use is limited and reasonable. Limited personal on-campus use of property or equipment is permitted if all six of the following conditions are met:

1. There is no cost to the College
2. Any use is brief
3. Any use occurs infrequently
4. The use does not interfere with the performance of any employees’ work duties
5. There is no personal gain for the employee or any person or organization
6. The use does not compromise the security or integrity of College property or equipment

College property must not be removed from campus without gaining the proper authorization in advance. Property owned by Morehouse may not be sold, loaned, given away or otherwise disposed of without authorization.

Employees are responsible for the appropriate use of the computer assigned to them by the College and for taking reasonable precautions to secure the information on their computer. Users are responsible for adhering to College policies addressing the use and protection of computers and information contained on their computers. Employees are responsible for reporting the inappropriate use of computers.

Destruction, theft, alteration, or any other form of sabotage of College computers, programs, files or data is prohibited and will be investigated and prosecuted to the fullest extent.

Stolen or Lost Computer/Electronic Devices Notification Process

All equipment, including computing or electronic devices that are owned by Morehouse or personally owned and containing College data, must be carefully maintained at all times to prevent it from being lost or stolen. As a reminder, equipment may be lost or stolen from the campus premises, as well as from off-campus locations (homes, cars, hotel rooms).

If the lost or stolen equipment is a laptop, USB storage device, portable hard drive and smart phone, employees are responsible for knowing what information is on the device they are reporting lost or stolen and whether or not it is confidential. Every effort should be made to protect these devices when they are in your personal possession.

When equipment is lost or stolen, you must report this breach immediately to the Accounting Office (404-572-3695), your department head, the Compliance Officer, and Campus Police. Lost or stolen computing or electronic devices must be reported immediately to the Office of Information Technology (helpdesk@morehouse.edu), your department head, the Compliance Officer, and Campus Police.
Honesty is a commitment to the truth, no matter what. It is the toughest test of your courage and the surest measure of your character. At Morehouse, we challenge ourselves to conscientious candor.
Contacts with the Media

It is important for Morehouse to provide the public with accurate and consistent information about the College and its operations. Reporters and other media professionals, seeking professional expertise or information about the College, often contact faculty or staff. Media includes traditional media as well as on-line reporters including bloggers. Faculty are encouraged to participate in interviews that draw on their expertise, however, they should be clear with the media that they are expressing their personal views and are not speaking on behalf of the College.

The Office of Communications acts as the spokesperson for the College. Faculty contacted by the media regarding information outside of their area of expertise should refer the media representative to the Office of Communications. Staff employees should always contact the Office of Communications at 404-507-8648, when contacted by a member of the media.

As a rule, employees speaking to the media should never provide information about students or other employees including members of the executive cabinet.

Copyright and Intellectual Property

Every member of the Morehouse community has rights and responsibilities with respect to copyright and intellectual property. All Morehouse faculty, staff, and students have the responsibility to properly use copyrighted material and protect intellectual property rights.

Consistent with academic tradition, copyrights in traditional works of academic scholarship, i.e., textbooks, literary works, artistic creations, etc., will be owned by the creator(s), provided the work was not the result of an administrative activity or assigned duty. Likewise, Morehouse does not claim ownership of intellectual property that is produced by employees on their own time and outside the scope of their employment. Works produced by employees within the scope of their employment is considered work-for-hire and the College owns the copyright to the work produced. Employee creators of intellectual property have an obligation to disclose in the manner prescribed by policy, to assign intellectual property rights to the College, and to assist the College in legally protecting the College’s intellectual property.

Consistent with applicable law, a contract between the parties, and/or a sponsored agreement, work produced for the College by an independent contractor is considered work-for-hire and will be owned by the College.
Fraud and Theft

All employees are responsible for the detection and prevention of fraud. Fraud is a willful or deliberate act or failure to act with the intention of obtaining an unauthorized benefit.

The minimization of fraud, waste, and abuse is the responsibility of all Morehouse employees. By working for the College, we have made a commitment to each other, the institution and our stakeholders to protect and use our assets appropriately and for business purposes. Such assets include physical property, intellectual property, information technology systems and the College’s reputation.

Morehouse will promptly investigate, and where appropriate, prosecute reported incidents of fraud or theft of its assets, including suspected defalcation (embezzlement), misappropriation, and other fiscal irregularities. You should promptly report any suspected theft, loss, or abuse of institutional assets to your Supervisor or Manager, or to the Ethics and Compliance Office or Chief Auditor. Employees found to have engaged in fraudulent or related misconduct are subject to disciplinary action by the College and may be subject to legal prosecution.

Gifts and Entertainment

As an employee of Morehouse, receiving gifts from individuals or companies with whom the College does business or who is seeking to do business with the College, providing or accepting social entertainment, such as meals or event tickets, from or to people or companies with whom the College does business with is limited to $500 per year, per vendor. Accepting a gift from a company that does business with the College may pose an actual or potential conflict of interest by implying an obligation on behalf of the College. A gift may be business entertainment such as invitations to dinner, sporting events, or theater presentations. Employees, officers or directors may not use restricted or grant funds to purchase gifts. In general, College funds should not be used to purchase a gift for an employee, a group of employees, or for business associates. Such purchases must be made with personal funds.

Accepting gifts is generally not acceptable unless:

- The gift is of nominal value ($500 per year per vendor).
- The gift is reasonable and not intended and could not be perceived by others to influence business decisions as determined by the price and/or size of the gift.
Promotional gifts of nominal value such as pens, calendars and scratch pads do not need to be reported and can be accepted.

**Lobbying**

Morehouse employees are prohibited from engaging in any lobbying activity. You must be specifically authorized to undertake any lobbying activities on behalf of the College, including attempts to influence the passage or defeat of legislation. Under federal law, employees who engage in any lobbying activity with federal government officials are subject to registration and reporting requirements. Activities subject to scrutiny include meetings and communications with government officials, as well as the preparation, planning and research for lobbying. Similar restrictions apply to the lobbying of state and local government officials.

**Trademarks, Fair Trade, Brand and Licensing**

Morehouse owns and controls the use of all names, seals, symbols, logos, other marks associated with the College as well as landmark photographs and video footage of College landmarks. Accordingly, any use of the College’s name, seal, insignia must receive prior approval from the Office of Communications. This also includes such things as the use of the College’s name or logo on t-shirts, cups, watches, and all other paraphernalia.

Any variation or modification to a Morehouse trademarked symbol or logo is illegal, regardless of its intended use. Requests for proposed uses should be submitted to the Office of Communications. The College's seal, symbol and logo are its trademarks and use beyond what is permitted by the College policy is prohibited and subject to legal action. All commercial use of the College marks are restricted to official licensees.
Civility

_Civility_ is a small investment that always yields big dividends. The extent to which you show courtesy to others is the extent to which they appreciate you. At Morehouse, we practice civility as a commitment to personal excellence.
Dress Code

An employee’s appearance reflects upon the image of Morehouse. Although personal neatness and appropriateness of attire are left largely to the discretion and mature judgment of the employee, you are expected to adhere to common business standards of personal neatness, hygiene and attire that are appropriate for your job duties and position. Supervisors, Managers and department heads may establish minimum requirements for attire appropriate for your tasks and working conditions.

Smoke-Free Environment

Morehouse complies with the Georgia Smoke-Free Air Act of 2005. Smoking is prohibited in all Morehouse vehicles and campus buildings, including but not limited to auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, cafeterias, employee lounges, stairs, restrooms, and all other enclosed facilities, and within 20 feet of a building’s entrance. All employees, students, and visitors are expected to comply with this policy. Violations of this policy should be brought to the attention of the appropriate supervisory personnel and may result in disciplinary action.

Social Media

The increasing popularity of social networking websites, on-line communities, and other social media presents all of us, as employees of the College, with new challenges in how we portray ourselves on-line and how we spend our time at work. As employees of the College, our time at work is spent on College business. Social media activities should not interfere with our work commitments.

Social media platforms are powerful communication tools that have significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, Morehouse wants to ensure that you understand how best to enhance and protect your personal and professional reputations when participating in social media.

Social media programs are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include, but are not limited to LinkedIn, Twitter, Facebook, YouTube, and MySpace. When participating in on-line communities in your personal time, do not reference your peers or other Morehouse employees, students, vendors or any individuals associated with the College. Keep in mind that everything you publish online is public and that you do not have privacy rights in what you publish on-line.
Social Media (con’t.)

Both in professional and institutional roles, employees need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other College constituents apply online as in the real world. Further, employees are liable for anything they post to social media sites.

The following general rules apply to social media:

• **Protect confidential and proprietary information:** Do not post confidential or proprietary information about Morehouse, students, employees, or alumni. Employees must still follow the applicable federal requirements such as FERPA and NCAA regulations. Adhere to all applicable College privacy and confidentiality policies. Employees who share confidential information do so at the risk of disciplinary action or termination of their employment.

• **Respect copyright and fair use:** When posting, be mindful of the copyright and intellectual property rights of others and of the College.

• **Do not use Morehouse logos for endorsements:** Do not use the Morehouse logo or any other College images or iconography on personal social media sites. Do not use Morehouse’s name to promote a product, cause, or political party or candidate.

• **Respect college time and property:** Morehouse computers and time on the job are reserved for College-related business as approved by supervisors and managers and in accordance with the Responsible Use of Information Technologies Policy. (See Policy and Procedures Manual, IT 200.1).

• **Terms of Service:** Obey the terms of service of any social media platform employed.
Compassion

Compassion is generosity of spirit that seeks to understand. It is a natural by-product whenever you imagine what it means to walk a mile in another’s shoes. At Morehouse, our hearts, as well as our heads, guide us.
Drug-Free Workplace/Legal Drinking Age Compliance

Morehouse complies with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act of 1988. The College provides a drug-free workplace and prohibits the unlawful manufacture, distribution, dispensation, possession or use of any controlled substances in the workplace. The term “controlled substance” refers to all illegal drugs and to legal drugs used without a physician’s order. Employees who are found to be in violation of this policy are engaged in misconduct and are subject to disciplinary action as well as any other legal action that may result.

The State of Georgia prohibits the sale, use, or possession, of alcoholic beverages by persons under 21 years of age. Although alcohol may be served to those of legal age at College events, the sponsors are responsible for having adequate control measures in place to ensure that persons under 21 years of age are not served.

Family and Medical Leave Act (FMLA)

Under FMLA, a full-time employee may take up to 12 weeks in a year, so that an employee can take care of the following: children after birth, adoption or foster care placement; children over 18 years of age who are incapable of self-care; certain family members with serious health conditions or themselves. A “serious health condition” is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care, an absence of three or more consecutive calendar days with treatment by a health care provider, or a regimen of continuing treatment for a chronic illness, pregnancy or prenatal care.

In addition, a new provision under the FMLA allows an eligible employee to take up to 12 work weeks of FMLA leave during the designated 12-month leave year when the employee’s son, daughter, spouse of parent, who is a “covered military member” is on active duty or call-to-duty status for one or more qualifying exigencies. Qualifying exigencies include short-notice deployment, military events and related activities, certain childcare and related activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities and any other event that the employer and employee agree constitutes a qualifying exigency.

After three consecutive days of illness, you must contact Benefits in the Human Resources Office to complete required FMLA paperwork. For more information on FMLA, please contact the Human Resources Office.

Q: I am pregnant and have been experiencing unexpected health problems. If I need to stop working will that be covered by FMLA? Will I still have my job at the end of my pregnancy? How do I find out more?

A: Yes, you may use up to 12 work weeks of FMLA for the birth of your child. You must be a full-time employee and have worked 1250 hours in order to be eligible for FMLA. For additional information on FMLA, please see the Policy and Procedures Manual, HR 300.10 or contact the Human Resources Office.
Political Activities

Morehouse is a 501(c) (3) entity and subject to federal laws and regulations regarding political and campaign activities. While all members of the Morehouse community are free to express political opinions and engage in political activities, it is important that they do so only in their individual capacities and avoid even the appearance that they are speaking or acting for the College in political matters.

An employee may participate in political activities only if such activities are not conducted during work hours, do not interfere with the discharge and performance of their duties and/or responsibilities. In addition, these activities must not involve the use of equipment, supplies, or services of Morehouse, and do not involve the attempt to coerce students, faculty, or staff to participate in or support the political activity or involve the College in partisan politics.

Your personal political contributions and activities must be kept separate from the College. If you make political contributions, you may not refer in any way to your employment or use the College’s assets, including its name, in connection with your contributions. If you are appearing before a government body or engaging in contact with a public official outside of your ordinary work duties regarding a business in which Morehouse is engaged or a business issue in which Morehouse has an interest, you should make clear that you are not representing Morehouse, and you should advise your supervisor or manager in advance.

Notwithstanding the above, Morehouse does not seek to inhibit the expression of personal political views by any individual in the college community. Faculty and staff may support candidates for office or in furtherance of political causes. There is no restriction on discussion of political issues or teaching of politics or campaign-related topics.
Employee Training Certification

This certifies that I have read the Code and I am aware of and understand my duties and responsibilities in compliance with all applicable provisions contained in the Code.

__________________________________________  __________________________
Signature                                      Date

__________________________________________  __________________________
Print Name                                     Employee ID #

__________________________________________
Department

Please return this Training Certification to dcoleman@morehouse.edu, or to the Office of Ethics and Compliance, Gloster Hall, Room 109.