



## **Code of Conduct, Confidentiality of Records Agreement & Acknowledgment of Pacific University Policies and Procedures**

### **Code of Conduct**

The Code of Conduct outlines principles, policies and some of the laws that govern the activities of the University and to which our employees who represent the University must adhere. The Code of Conduct provides guidance for professional conduct. The success and reputation of the university in fulfilling its mission depends on the ethical behavior, honesty, integrity and good judgment of each member of the community. Those acting on behalf of the University have a general duty to conduct themselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of the University and take no actions incompatible with their obligations to the University. With regard to professional conduct, those acting on behalf of the University must practice:

- Integrity by maintaining an ongoing dedication to honesty and responsibility;
- Trustworthiness by acting in a reliable and dependable manner;
- Evenhandedness by treating others with impartiality;
- Respect by treating others with civility and decency;
- Stewardship by exercising custodial responsibility for University property and resources;
- Confidentiality by protecting the integrity and security of university information such as student records, employee files, patient records, and contract negotiation documents;
- Compliance by following State and Federal laws and regulations and University policies related to their duties and responsibilities.

### **Confidentiality of Records**

I recognize that job requirements assigned to Pacific University employees may require access to and use of confidential information. Confidential information is defined as personally identifiable, potentially sensitive data and information about students, faculty, staff and patients. This information is disclosed or known to me as a consequence of my employment and is not generally known outside the University. Confidential information also encompasses information protected under University policies including, but not limited to the Identity Theft Prevention Program (Red Flag Guidelines), HIPAA, the Financial Information Security Program (Gramm Leach Bliley Act), and the Financial Irregularity Policy; as well as the Family Educational Rights and Privacy Act (FERPA) and Oregon privacy laws.

I am aware that the information and conversations to which I may have access are to be treated in a confidential and professional manner. I acknowledge and understand that University employees are responsible for maintaining the confidentiality of the information with which they work and for keeping that information secure and accessible only to those who have rights to it.

I recognize my responsibility not to disclose or cause to be disclosed any information of which I may have knowledge at any time. I acknowledge and agree that my access to University data is for the sole responsibility of carrying out my job responsibilities and that all such information is the property of Pacific University.

I understand that breach of confidentiality, including aiding or conspiring with any other person to violate any part of this Confidentiality Agreement, may result in sanctions, civil or criminal prosecution and penalties. I further understand that misuse of the University's data and confidential information and any violation of this Agreement are grounds for disciplinary action, up to and including dismissal. I understand that I am responsible for notifying

UIS and/or the Privacy Officer if I become aware of an incident that may involve unauthorized access to confidential information or any potential breach of information.

**Acknowledgment of Pacific University Policies and Procedures**

I understand that all employees representing the University are expected to inform themselves about and comply with university policies and regulations pertaining to them. The university offers training opportunities during the academic year and online resources in support of these policies and procedures.

Following are websites where information on University Policies and Procedures can be found:

- FERPA (Family Educational Rights and Privacy Act: <http://www.pacificu.edu/registrar/privacy.cfm>)
- Institutional Policies & Benefits, Faculty Policies and Staff Policies: <http://www.pacificu.edu/hr/policies/index.cfm>
- Identity Theft Prevention Program: <http://www.pacificu.edu/offices/bo/stafffaculty/documents/IdentityTheftPolicy-PacificUniversity6-10-09updatedocx.pdf>
- Financial Information Security Program: <http://www.pacificu.edu/offices/bo/stafffaculty/documents/FinancialInformationSecurityPlan.pdf>
- Financial Irregularity Policy: <http://www.pacificu.edu/offices/bo/stafffaculty/documents/FinancialIrregularity-Policy.pdf>
- HIPAA – Patient Privacy: <http://www.pacificu.edu/our-resources/clinics/privacy-practices>

My signature on this document certifies that I have received and agree to abide by the Code of Conduct, Confidentiality of Records and University Policies and Procedures.

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Employee Name

Department

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Employee Signature/Date

Supervisor Signature/Date