

# Bauer Code of Ethics and Professional Conduct

## Preface

The Bauer Code of Ethics and Professional Conduct (Bauer Code) is designed to reflect the values held by the C.T. Bauer College of Business (Bauer or Bauer College) faculty and students. Just as professionals in medicine, law, and accounting operate within ethical principles designed to maintain a high standard of behavior within each profession, business professionals also should be guided by a set of principles specific to the business community consisting of managers, executives, and business employees. Therefore, the Bauer Code reflects principles we believe should govern a student's behavior while a Bauer College major. Most of these principles are also found as guides for behavior under the UH Student Handbook.

Ultimately, Bauer's reputation depends on the actions of its students and graduates. It is our hope that each Bauer College graduate applies these principles within his or her professional and personal lives both during and after college. Finally, it is expected that all Bauer College students (undergraduate, graduate, and Ph.D. students) adhere to the principles contained within both the Bauer Code, as well as the UH Student Handbook.

## Student Attestation Statement

As students enrolled in courses offered by the Bauer College, you are expected to adhere to the ethical principles described in the Bauer Code, in addition to those required by the UH Student Handbook.

Through its curricula and in extracurricular activities, the Bauer College strives to model ethical leadership. The following core principles of the Bauer Code reflect these ideals:

- (1) Bauer students shall maintain the standard of academic honesty set forth under the University of Houston's Academic Honesty policy;
- (2) Bauer students shall respect other students, faculty, staff, and the Bauer environment; and
- (3) Bauer students shall maintain individual accountability and integrity.

Your responsibility is to understand fully all obligations under the Bauer Code, as well as the obligations set forth under the UH Student Handbook. Therefore, you are expected to read both this document and the standards of conduct in the UH Student Handbook carefully. You may obtain a copy of the UH Student Handbook from the Dean of Students Office located in room 252 of the University Center, or by visiting the publications webpage on the Dean of Student's website at <http://www.uh.edu/dos/>.

You will be asked to attest to your understanding and agreement with these principles.

# **Bauer Code of Ethics and Professional Conduct Principles**

## Principle 1 – Bauer Students Shall Maintain a High Standard of Academic Honesty

The University of Houston's Academic Honesty Policy is strictly enforced by the Bauer College. A discussion of the policy is included in the UH Student Handbook. It is your responsibility to fully understand and comply with all principles contained within this Handbook.

Furthermore, all Bauer faculty members are obligated to enforce the University's policies on academic honesty and to follow the University's procedures regarding such enforcement. The Bauer College administration fully supports all faculty members in enforcing these policies, including the policy regarding a student's waiver of a departmental hearing on an academic honesty matter. A student has the right to accept a sanction suggested by the involved faculty member and approved by the departmental chair, in lieu of a departmental hearing.

The Office of Academic Program Management maintains a list of all Academic Honesty violations reported by each Bauer department. If a student chooses to waive a departmental hearing on the matter, the department chair presiding over the issue is obligated to contact the Office of Academic Program Management to determine whether the student's name appears on the list of prior Academic Honesty violations. Waiver of a departmental hearing is allowed only if the student has no previous violations of the Academic Honesty policy.

## Principle 2 – Bauer Students Shall Respect Other Students, Faculty, and Staff, and the Bauer Environment

The way we treat our environment and other members of the Bauer College demonstrates how we value other people and the world in which we live. These values reflect how we later may treat our customers, clients, employees, and businesses. Many of these values are described within the UH Student Handbook (Expectations of Students for a Conducive Learning Environment, Posting Policies, Computing Facilities User Guidelines, Disciplinary Code). The Bauer Code reinforces these values by providing examples of appropriate behaviors and an explanation regarding why these behaviors are expected within a learning environment.

### **1. Respect for Other Students, Faculty, and Staff**

The classroom environment should be conducive to learning at all times. Therefore, it is important to respect other students and the instructor by demonstrating appropriate language, courtesy, and demeanor in class.

Further, certain behaviors may be considered disruptive to the learning environment and/or may be disrespectful toward other students and faculty. Such behaviors include, but are not limited to:

- (a) Respect for other classes while in session. It is expected that all classes begin on time and end at the scheduled time. Therefore, entrance into a classroom before the prior class has officially ended is disruptive to the learning process and disrespectful to instructors and students attending the class in session. One should refrain from opening classroom doors until after the prior class session has ended.
- (b) Arriving late or leaving early without prior permission from the instructor. When a student arrives late or leaves early, attention is diverted away from learning toward the individual student arriving late or leaving early. Each student should wait until the instructor dismisses the entire class before packing belongings or leaving the classroom.
- (c) Unnecessary discussions with fellow students during classroom instruction. Unnecessary talking is disrespectful to the instructor whose purpose is to lead the learning environment and to other students who attend class to learn.
- (d) The unauthorized use of cell phones or beepers during class. This includes allowing phones to ring, answering phone calls, checking email, playing games, etc. It is understood that there is the occasional need to have a cell phone/beeper remain in vibrate mode when, for example, family members are ill. Nevertheless, all cell phones and beepers should be turned off unless otherwise approved by the instructor. A good practice is to turn cell phones off at all times upon entering the Bauer grounds (or, alternatively, to put the cell phone on silent mode).
- (e) Performing activities which divert a student's attention from the class discussions or lecture, such as reading newspapers or magazines; using electronic devices for non-classroom related purposes, such as playing games, surfing the internet, reading email, or working on another class' homework; or other similar activities.
- (f) Failure to allow another student to fully express his or her opinion during class discussion. You are encouraged to actively participate in each class discussion. The Bauer College is fortunate to have students with diverse cultural backgrounds. The learning environment is enriched by each student's expression of opinions during class. Thus, the classroom environment must be operated in a manner that encourages full participation from each student.
- (g) Inadequate preparation for class. The learning environment is enriched by each student's thoughtful questions asked in class. Inadequate preparation is disrespectful to the instructor and other students in the class who have come prepared to discuss the day's topics. Additionally, it is expected that students attend class. In accordance with the policy set forth under the UH Student Handbook, it is the responsibility of the individual professor to set attendance guidelines for a course. If a student's absences are deemed excessive by his or her instructor, as stated in the instructor's syllabus, the student may be dropped from the course.
- (h) Making harassing or obscene comments or gestures to other students, faculty, or staff members. This includes sending harassing or obscene email or voice messages to other Bauer students, faculty, or staff.
- (i) Bringing individuals who are not officially enrolled in the course into the classroom unless approved in advance by the instructor, or attending a class for which a student is not officially enrolled.

Rationale: Each individual associated with the Bauer College deserves to be treated with respect. The behaviors above divert either other students' or faculty's attention away from the learning experience in the classroom.

## **2. Respect for Bauer Property**

All Bauer College students should respect Bauer property at all times. This includes, but is not limited to:

- (a) Placing all trash and used newspapers in the proper receptacles.
- (b) Refraining from causing physical harm or damage to any Bauer property.
- (c) Reporting any untidiness of or damage to classrooms, bathrooms, or hallways to the proper Bauer janitorial staff so that the grounds may be cleaned quickly.
- (d) Following the University's guidelines regarding proper posting of informational materials by individuals or student organizations. These rules can be found in the UH Student Handbook.

Rationale: The appearance of Bauer property reflects to visitors how Bauer students respect the Bauer College. If a potential employer visits the Bauer College and finds pristine classrooms, restrooms, *etc.*, this shows that Bauer students respect themselves and their environment. Additionally, following the University's guidelines regarding postings will help the Bauer College maintain its reputation as a professional organization. This will positively affect a future employer's opinion about the quality of students at Bauer.

## **3. Proper use of Bauer computer labs, libraries, or other educational resources**

All attempts to deprive others of equal access to a Bauer library or lab, classroom books, reference or other materials, equipment, or technology are a violation of the Bauer Code.

According to the Conditions of Use provided by the Bauer Labs, misuse of computing or information resources may result in the restriction of lab privileges. It is each student's responsibility to abide by the rules set forth by the Bauer Lab, as follows:

- (a) Adherence to all general Bauer College and UH Student Handbook policies regarding student conduct and academic integrity.
- (b) Proper management of student accounts. This means that students may not share their login name or password with other students or outsiders.
- (c) Proper management of Lab resources. For example, one must log off in a timely manner. Additionally, students must not leave a workstation unattended.
- (d) Obligation to report illegal use of the Bauer Labs computing resources.
- (e) Use of Bauer Lab resources for academic activities only. The use of Bauer Lab resources for non-academic activities, including, but not limited to, playing games and listening to music is prohibited.

Additionally, with respect to other Bauer resources, other similar actions are in violation of the Bauer Code:

- (a) Retaining any Bauer materials for use by an individual or group, to the exclusion of other students.
- (b) Removal or attempt to remove Bauer materials from any departmental suite, lab, or classroom without authorization. This includes the unauthorized removal of any materials from a Bauer faculty or staff office.
- (c) Theft or destruction of books and articles or other library materials so others are deprived of equal access to these materials.
- (d) Efforts that intentionally damage or sabotage Bauer computer systems or classroom facilities.
- (e) Intentional disruptions of classes by inappropriately setting off fire alarms or by other methods.

Rationale: All Bauer facilities are provided only for research and academic purposes of the Bauer College. It is essential that each student exercise responsible and ethical behavior when using these resources. Therefore, any deprivation or impairment of access to Bauer materials, equipment, classrooms, or technology is a violation of the principle that all students should have equal and unencumbered access to certain Bauer materials and services.

#### **4. Use of Appropriate Attire During Certain Bauer Functions**

Successful business people are those who present themselves in a professional manner in all respects, including attire. These individuals understand that there is appropriate attire for different situations. In fact, many businesses have determined that certain circumstances warrant “professional” or “business casual” dress and have provided employees general guidelines regarding these categories.

While the Bauer College does not require professional or business casual dress of its students while attending classes, students should exercise proper judgment in attire when attending functions such as Career Fairs, job or internship interviews, professional presentations in which a dress code has been established, corporate-sponsored presentations such as the Leadership and Ethics panel discussions, and other similar situations.

Rationale: There is an appropriate dress for each occasion, particularly those occasions in which prospective employers may be in attendance. Therefore, it is prudent to find out in advance if a certain type of dress is recommended before attending such functions. Adhering to appropriate dress codes for campus functions such as lecture series, presentations, or interviews demonstrates professionalism, a trait highly valued by all employers.

#### **Principle 3 – Bauer Students Shall Maintain Individual Accountability and Integrity**

Individual accountability and integrity are key traits of persons who are successful in business. Therefore, the Bauer Code is designed to encourage similar behavior among its students.

## **1. Responsibility to understand and adhere to all Principles contained within the Bauer Code and the UH Student Handbook**

Each student should strive for a high level of personal and professional accountability and integrity. Understanding all of the Bauer Code and UH Student Handbook principles is the first step in maintaining such accountability and integrity.

Additionally, all Bauer students should understand how the following situations warrant a high level of personal accountability and integrity:

- (a) It is inappropriate to accept multiple offers of employment.

Rationale: It is unethical to make a promise with the intent to break that promise. During the job interview process, a student may receive more than one offer of employment. Companies rely on a student's promise to accept employment. If a student accepts more than one offer, the student must later rescind one of the acceptances. If a student breaks a promise to begin employment, the company must start its recruiting process again, incurring additional time and expense. Therefore, it is unethical to accept an offer from more than one employer.

- (b) All information on a student's resume must be truthful.

Rationale: Making false claims of educational achievements, skills, or other experiences reflects poorly on the student's character, as well as on the Bauer College. When a company interviews a student for a job, the company relies on the representations made by the student when making its hiring decisions. A misrepresentation on a resume causes a company to rely on false information which may cause the company to make a decision it might not have made without the false information.

- (c) A student must fully understand the course policies and requirements.

Rationale: It is the student's obligation to ensure that he or she is aware of all obligations for each particular course. Each course is different and will have different policies regarding attendance, turning in assignments, and classroom decorum. When in doubt, one should ask the instructor for additional guidance. Additionally, demanding special treatment from an instructor by requesting that the syllabus policies be waived for an individual student is inappropriate.

- (d) A student should fulfill all promises.

Rationale: It is the student's obligation to fulfill any obligation undertaken. For example, if a student makes an appointment for an interview with a prospective employer (or meeting with an instructor), the person to whom the promise was made may reschedule other appointments, make travel arrangements, or incur other expenses related to the interview or meeting. If an emergency warrants the student's absence, the student is obligated to promptly convey his or

her apology and reason for missing the appointment. If a student does not promptly notify the other party regarding the reasons for his or her absence, the lack of personal accountability reflects poorly on both the student as well as the Bauer College as a whole.

## **2. Responsibility to encourage compliance with and take appropriate action when violations of the Bauer Code are discovered.**

Each student should encourage compliance with the Bauer Code as well as take appropriate action when discovering violations of the Bauer Code.

Rationale: If a student discovers a possible violation and takes no action, such passive observation could constitute encouragement of the violation and may be, in itself, a violation of the Bauer Code. In this case, a student is obligated to report the behavior to the instructor involved or another appropriate Bauer faculty or staff.

Further, academic dishonesty harms each student in the class and in the Bauer College who put forth an honest effort to complete the assignment, quiz, exam, paper, or other material for the course. When a person commits an act of academic dishonesty, the integrity of the entire Bauer College grading and honor system is compromised. Further, if a student fails to report an act of academic dishonesty, such failure to act creates an environment in which dishonest students are allowed to devalue all honest students' achievements, as well as the Bauer degree.

For example, if an instructor requires students to work as individuals only on a take home exam or assignment, it is expected that students shall not discuss the exam or assignment with other individuals. If one student attempts to discuss the assignment or exam with another student, the other student is obligated to report the situation to the instructor of the course.

## **Enforcing the Bauer Code of Ethics and Professional Conduct**

### Students' responsibility to enforce the Bauer Code

All students observing a violation of the Bauer Code are obligated to report the incident to the instructor involved, or to an appropriate faculty or staff if the alleged act is not associated with a specific class.

### Faculty and staff responsibility to enforce the Bauer Code

Each faculty or staff member who discovers a violation of the University's Academic Honesty policy is obligated to follow the procedures set forth by the University. The Bauer administration fully supports all faculty and staff members in adhering to these rules.

If a violation of Principles 2 or 3 of the Bauer Code occurs within a particular classroom, the involved instructor may handle the issue and/or may refer the issue to the Assistant Dean of Students pursuant to the UH Student Handbook when appropriate.

Additionally, issues related to inappropriate attire may be handled by the sponsor of the affected Bauer function, and issues involving improper interviewing etiquette may be handled by Career Services if the situation arose through the use of Career Services.

Ethics Advocates

A group of students and faculty members shall be appointed by the Dean of the Bauer College to serve as Ethics Advocates.

Ethics Advocates are charged with the following responsibilities:

1. Assisting in Bauer Code revisions and approval processes;
2. Facilitating distribution of the Bauer Code to all segments of the Bauer College communities;
3. Assisting in the development and distribution of Bauer business ethics programs and informational materials; and
4. Representing the Bauer College at functions such as Leadership and Ethics Week and other business ethics functions sponsored by the Bauer College.

Student Attestation Statement

*I have read AND understand the Bauer Code of Ethics and Professional Conduct and agree to comply with Bauer College's expectations of its members to act in accordance with the core principles and ethical behaviors described in the Bauer Code.*

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TYPE your full name

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SIGN your full name

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Today's date

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Student identification number