Employee Code of Conduct

(Please note: The following applies only to the Employee Code of Conduct. It does not apply to violations of the Student Code of Conduct, which should be reported in the manner prescribed in the Student Handbook.)

In compliance with the law and to promote ethical behavior among Seminary employees, the Seminary has a Code of Conduct that applies to all employees. The Code of Conduct can be found in the Employee Manual, beginning on page 45. Among other things, the Seminary’s Code of Conduct prohibits employees from engaging in illegal or unethical behavior such as:

- Possession, distribution and use of illegal drugs.
- Release of confidential information about the Seminary, its employees, students, donors or guests.
- Theft, misappropriation or unauthorized removal or possession of Seminary property.
- Falsifying time sheets.
- Violating the Seminary’s nondiscrimination and anti-harassment policy.

Non-Retaliation Policy

The Seminary also prohibits retaliation against persons who report or assist in the investigation of Employee Code of Conduct violations.

Reporting Violations

Procedures for reporting and investigating possible violations of the Seminary’s nondiscrimination and anti-harassment policy can be found in the Employee Manual beginning on page 7.

For reporting fraud or other illegal acts, reports may be made to an employee’s supervisor, the Vice President for Business Affairs, the President or the Chair of the Audit Committee of the Board of Trustees (Employee Manual page 54).

New - Campus Conduct Hotline®

Persons wishing to report a violation of the Employee Code of Conduct may also call the Campus Conduct Hotline® at 866-943-5787. The Hotline does not replace or supplant the existing reporting and investigation procedures. Rather, the Hotline provides another way for persons to report possible violations of the Code of Conduct. The Hotline system is available around the clock, seven days a week. The Hotline is operated by an independent organization, and any calls made through this Hotline are completely confidential and anonymous.

Once you have dialed the toll-free number, here is how the reporting and follow-up processes work:

- Your call will be greeted promptly and courteously by a person who makes certain you understand the Campus Conduct Hotline® program and how it functions. If you prefer to make your report in a language other than English, just let the person who answers know and they will arrange for a translator to participate.
• At the beginning of the interview, you will be provided with a five digit, randomly generated case number that you should use to check back for updates and requests for additional information. Be sure to write this number down and remember where you put it!

• You will then be interviewed about the question or concern that is on your mind.

• Your interview will not be recorded. Instead, the interviewer will be typing notes of your conversation. Whether or not you choose to provide your name is completely up to you.

• Within one business-day of your call, a summary of the interview will be forwarded to the appropriate institutional officer. The Seminary’s goal will be to have an initial response back you, through the Hotline, in five business days.

• To receive your response, you will need to call back and provide the five digit case number that has been assigned to you. At that time, you might be asked to provide additional information or to call back at a later date. You will be able to keep checking back for updates until your case is closed.

Because of the built-in confidentiality, it is important that you try to be as specific as possible with the information you provide. For example, we will need to know the name of the department you work in and the location you are calling about. And, please be sure to call back in five business days to check to see if any additional information is needed. Alternatively, if you would like someone to contact you directly, you can leave your name along with a phone number where and when you would prefer to be called.

To repeat, at no time is any caller required to identify himself or herself and all information provided can be completely confidential and anonymous.

We are committed to maintaining the highest ethical standards for Austin Seminary. If you experience or observe what you believe is inappropriate behavior and are unsure what to do, we hope you will use the Campus Conduct Hotline© to report it.