



Facilities Management Code of Conduct

This Code of Conduct sets standards of behavior expected of all employees in Facilities Management.

As a Facilities Management employee, I am expected to:

- Treat fellow employees with respect, trust, and dignity at all times. Treat others as I would like to be treated.
- Refrain from using profane language, offensive gestures, racial slurs, sexist or harassing comments, or threatening actions. These are inappropriate in the workplace, detrimental to good order and will not be tolerated.
- Earn trust by honoring agreements; keeping promises; practicing confidentiality, honesty, and integrity.
- Work as part of the Facilities Management team; provide support and help to fellow employees; ask for and give assistance; share lessons learned from successes and failures.
- Accept responsibility and be accountable for my actions. Work to the best of my ability each day.
- Communicate honestly, openly and in a timely manner; listen to other's point of view.
- Work to resolve disagreements in good faith at the lowest level possible. If necessary, go to a higher authority together, then accept and honor the decision.
- Contribute constructively to FM's success by striving for excellence, being dependable, behaving professionally and ethically at all times.
- Value an inclusive culture based on diverse backgrounds and experiences as it makes the organization stronger. Be aware of cultural differences.
- Work to understand and promote FM goals. Proactively support them through discussion, communication, initiative, and action.
- Act in the best interest of the organization. Provide positive recommendations for solving problems. Avoid spreading rumors.
- Serve as a role model for others by demonstrating these principles and encouraging teamwork and mutual support.

I have read and understand this Code of Conduct.

Facilities Management's Leadership Team

Signed: Philip Jones, Associate Vice Chancellor for Facilities Management

Date: April 1, 2009

Signed: Raymond Dinello, Director of Facilities Information Systems

Date: April 1, 2009

Signed: W. McCabe Fake, Director of Design Services

Date: April 1, 2009

Signed: John Fessler, Director of Capital Projects

Date: April 1, 2009

Signed: Peter Franz, Director of Facilities Planning

Date: April 1, 2009

Signed: Christopher Gilbert, University Long Range Planner

Date: April 1, 2009

Signed: Brian Guns, Director of Housekeeping and Recycling

Date: April 1, 2009

Signed: Laurance Howell, Director of Maintenance and Operations

Date: April 1, 2009

Signed: Melanie Witherspoon, Director of Facilities Business Office

Date: April 1, 2009

Facilities Management Values: Respect for Others, Honesty and Integrity, Accountability, Excellence, Dependability, Safety