

# 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:

## BE PROFESSIONAL

Contribute constructively to FM's success by striving for excellence, being dependable, and behaving professionally and ethically at all times. Usage of profane language, offensive gestures, racial slurs, sexist or harassing comments, or threatening actions are inappropriate in the workplace and will not be tolerated.

## WORK AS A TEAM

Promote teamwork; provide support and help to fellow employees; ask for and give assistance; and share lessons learned from successes and failures. Serve as a role model for others by demonstrating these principles and encouraging teamwork and mutual support.

## RESPECT OTHERS

Treat fellow employees with respect, trust, and dignity at all times. Treat others as you would like to be treated.

## PRACTICE INTEGRITY

Honor agreements, keep promises, and practice confidentiality.

## ACT RESPONSIBLY

Be accountable for your actions, University resources, and work to the best of your ability each day.

## COMMUNICATE PROFESSIONALLY

Communicate using professional language and in a timely manner, listen to others' points of view, and avoid spreading rumors.

## SEEK RESOLUTION

Resolve disagreements with fellow employees in good faith. If necessary, involve your supervisor and be willing to accept their resolution.

## VALUE INCLUSIVITY

Value an inclusive culture based on diverse backgrounds and experiences, as it makes the organization stronger.