

These standards are excerpted from DMU's Code of Conduct (available in its entirety on [PolicyStat](#)) and are intended to guide all University community members in performing their duties in an ethical and collegial manner. These standards are neither exclusive nor complete. All University community members are required to comply with the Code of Conduct and all applicable laws, regulations, professional codes of ethics and other official DMU policies and procedures.

### Be Fair and Respectful to Others

- Maintain the highest standards of professional conduct, civility, and collegiality at all times;
- Communicate and accept opinions, personal expressions, and other information reasonably and objectively creating an environment free from fear of retaliation or retribution, negativity, and disparagement; and
- Avoid all forms of inappropriate behavior including but not limited to illegal harassment and discrimination and other behavior that is bullying, threatening, intimidating, violent, or retaliatory.

### Act with Honesty and Integrity

- Take responsibility for professional activities, including interactions with colleagues, supervisors, students, and patients;
- Present information accurately so as not to mislead or deceive others;
- Prepare and deliver educational content and assess student knowledge and skills with impartiality and equity;
- Properly acknowledge the work of others in research, teaching, administrative, technical, and support activities;
- Design, execute, record, and report research with honesty and integrity;
- Treat human research subjects with respect and ensure humane care and use of animals in research; and
- Provide health care services with honesty and integrity and show respect for all patients and their families.

### Support a Culture of Compliance and Protection of Confidentiality

- Participate in required training;
- Learn and follow the laws, regulations, and policies and procedures applicable to your role at Des Moines University;
- Be proactive in preventing, detecting, and reporting any potential violations;
- Respect and protect the privacy of others and ensure that information gained while engaged in teaching, research, clinical, administrative, technical, and support activities is accessed or used only for University purposes and not disclosed except where DMU policy permits;
- Protect health care and academic information consistent with HIPAA and FERPA requirements;
- Use electronic and physical safeguards to maintain and ensure the confidentiality, integrity, and availability of electronic medical, academic, and financial data and systems;
- Promptly report information security incidents; and
- Maintain accurate records and follow document preservation, retention, and disposal guidelines.

### Avoid Conflicts of Interest

- Disclose internal and external activities and relationships that could affect one's ability to act in the best interest of DMU;
- Refrain from engaging in a romantic or sexual relationship with a student that you teach, advise, or supervise;
- Refrain from engaging in a romantic or sexual relationship with an employee that you supervise;
- Ensure personal relationships do not interfere with objective judgment in decisions affecting administration, research, patient care, or the academic progress of a student; and
- Avoid favoritism, the appearance of favoritism, and conflicts of interest in employment decisions, including, but not limited to decisions to hire, retain, promote, or determine salary.

### Manage University Resources Responsibly

- Use DMU resources for work-related purposes only, unless prior approval has been given;
- Secure DMU resources against theft and/or misuse;
- Secure electronic devices against improper use or access;
- Engage in appropriate accounting and monitoring; and
- Promote efficient operations by reviewing processes for improvement opportunities.

[Link to Code of Conduct](#)

Those who supervise University community members have special responsibilities for managing others, and are expected to:

- Participate in performance management by setting clear expectations and collaborating with University community members in setting professional goals which support the DMU mission;
- Foster intellectual growth and professional development;
- Promote a healthy, innovative, and productive atmosphere that encourages open and honest communication and is responsive to concerns;
- Ensure University policies are followed by direct reports; and
- Ensure reports of violations of the Code of Conduct and/or other University policies are properly resolved, including disclosure to other authorities as appropriate.

**Promote Health and Safety in the Workplace**

- Follow safe workplace practices, including participation in applicable education sessions and using appropriate personal safety equipment;
- Promptly report accidents, injuries, and other safety concerns;
- Know responsibilities related to the University’s emergency response procedures;
- Maintain security standards, including securing University assets and facilities;
- Report suspicious persons and activities on and around campus; and
- Protect the environment, including following procedures relating to hazardous waste and other potentially harmful agents, materials, or conditions.

**Reporting Issues and Concerns**

University community members are expected to ask questions and report concerns about possible noncompliance. Options for communicating questions and concerns:

- Discuss with immediate supervisor or the supervisor of the individual suspected of noncompliance.
- Communicate with one of the following if the supervisor is not available or is unresponsive to the concern, or the University community member is not comfortable speaking with the supervisor about the matter:
  - Higher level of management
  - Chief Compliance Officer
  - Lighthouse Compliance Hotline

<b>Reporting Process</b>	
Immediate supervisor	Communicate in person, by phone or email
Higher level management	Communicate in person, by phone or email
Chief Compliance Officer	Communicate in person, by phone at 515-271-1526, or by email to Erika.Linden@dmu.edu
Lighthouse Compliance Hotline <ul style="list-style-type: none"> <li>• <i>Reports may be made anonymously.</i></li> <li>• <i>Lighthouse Services is available to receive reports 24 hours a day, 7 days a week.</i></li> </ul>	<b>Telephone:</b> (877) 472-2110 <b>Web:</b> <a href="http://www.lighthouse-services.com/dmu">http://www.lighthouse-services.com/dmu</a> <b>E-mail:</b> reports@lighthouse-services.com (must include the name of DMU with the report) <b>Fax:</b> (215) 689-3885 (must include the name of DMU with the report)

All reports will be thoroughly investigated and resolved promptly and discreetly. The identity of individuals providing information concerning possible violations will be shared only as necessary to investigate and address the reported concern. Reports made through the Lighthouse Compliance Hotline may be made anonymously.

**Non-Retaliation**

The University supports open discussion of ethical and legal issues and concerns regarding compliance. The University will not tolerate retaliation against any University community member who, in good faith, raises questions or reports actual or suspected violations. Individuals who take retaliatory action will be subject to discipline. Incidents of retaliation should be reported promptly to the Chief Compliance Officer.

[Link to Code of Conduct](#)