

OTHER PERSONNEL POLICIES/REGULATIONS OF INTEREST TO FACULTY

9.1 Sexual Harassment Regulation, 1.0050R

Objective & Purpose

The University of North Florida is committed to providing all members of the University community, including students, faculty, staff, vendors, visitors or others, an environment where they can work, study and interact with each other free from any form of sexual harassment.

Definition of Sexual Harassment

For the purposes of this regulation, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal (including written and electronic communications) or physical conduct of a sexual nature from any person when:

- a. Submission to such conduct or request is made either explicitly or implicitly a term or condition of a student's status in a course, program, or activity; or of academic achievement; or
- b. Submission to such conduct or request is made either explicitly or implicitly a term or condition of an individual's employment, salary increase, position advancement, or other employment-related benefits; or
- c. Submission to or rejection of such conduct or request by an individual is used as the basis for an academic decision or employment decision affecting such individuals; or;
- d. Such conduct is sufficiently serious (i.e., severe, persistent or pervasive) to deny or limit a student's ability to participate in or benefit from the University's educational programs or activities or such conduct is sufficiently severe or pervasive so as to alter the conditions of, or have the purpose and effect of substantially interfering with, a faculty or staff member's employment by creating an intimidating, hostile or offensive working environment.

In determining whether alleged conduct constitutes sexual harassment in violation of this regulation, the conduct will be evaluated from the perspective of a reasonable person in the alleged victim's position considering the totality of the circumstances, such as the nature of the alleged conduct and the context in which the alleged conduct occurred.

Any member of the University community who believes that he or she has been subjected to sexual harassment; any member of the community who believes that he or she has been subjected to retaliation related to an allegation of sexual harassment; or any member of the community who believes that others have been subjected to sexual harassment in violation of this regulation, may seek guidance, counseling or file a complaint in accordance with this regulation by contacting the Director, Office of Equal Opportunity Programs, J. J. Daniel Hall, Room 2400, extension 2507. Additional info may also be found on the EOP website at www.unf.edu/dept/equalop.

9.2 Code of Conduct and Ethics Policy, 1.0020P

Objective and Purpose

The University of North Florida's Board values high ethical standards. Thus, it is expected that all of the University's businesses, operations and interactions with those within and outside the University community will be executed in a manner exhibiting the highest degree of ethical standards and

conduct. To provide the University faculty, staff and representative's guidance and notice of their obligations, this Code of Conduct and Ethics describes general expectations for achieving and maintaining an organizational culture that affirms the University's responsibility to protect its resources, its employees, its students and its reputation. All University personnel are required to become familiar with this Code and conduct themselves in an ethical manner in the performance of their University duties and responsibilities.

Statement of Policy

A. Compliance with the Law.

All University personnel are required to observe and comply with all state and federal laws applicable to the University. Any questions regarding the application of law to situations, or the compliance requirements of the law, should be referred by University personnel to their immediate supervisor or any other individual in his or her supervisory chain. Should anyone in the supervisory chain require assistance in interpreting the legal requirements of compliance efforts, questions should be directed to the Office of the General Counsel.

B. Discrimination, Harassment and Mistreatment.

The University supports an environment that is free of discrimination, harassment or mistreatment based on one's membership in a protected class. Thus, any University employee who believes he or she may have experienced any form of discrimination, harassment or mistreatment based on such class membership should contact the Office of Equal Opportunity Programs to seek guidance and assistance in addressing his or her concerns.

C. Use of the University Resources.

The University's resources and facilities are for official and authorized use only and in furtherance of the University's mission and organizational culture. Thus, University personnel should not misuse the University's resources and/or facilities and should not permit others to inappropriately use these resources and/or facilities. The University understands the occasional use of certain resources (e.g. computer and telephone) for personal reasons; however, such personal use by University personnel should not result in expense to the University or interfere with the performance of required duties or the University's mission. Moreover, it is expected that University personnel will not use any of the University's resources and facilities for any illegal or unauthorized commercial activities, or in any manner which is inconsistent with the University's mission. University personnel also should not allow or assist others in illegal or unauthorized commercial use of these resources.

D. Outside Activity.

All full-time University personnel who desire to engage in outside activities must complete applicable outside activity forms and obtain the required supervisory approvals prior to commencing the outside activities. The requirements regarding outside activities for selected University personnel are contained in applicable collective bargaining agreements and those subject to such agreements should refer to the applicable agreements for the specific procedures for reporting outside activities. Information about disclosure of outside activities and the required forms for such reporting purposes are available from the University's Office of Human Resources.

E. Confidential Information.

The University of North Florida is subject to Florida's "Government-in-the-Sunshine" law meaning that most University-related documents, in any form including e-mail, are subject to request and inspection by the public. However, certain personal and official information regarding students,

faculty, staff and donors are confidential and cannot be disclosed to others pursuant to federal and/or state laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA), the Americans with Disabilities Act (ADA) and state law regarding limited access to faculty evaluative information. As such, the University expects confidential information about its students, faculty, staff and donors to be protected in accordance with the provisions of these and other pertinent laws. Any questions regarding what constitutes “confidential” information and laws applicable to specific situations should be referred by University personnel to their immediate supervisor or any other individual in his or her supervisory chain. Similarly, should anyone in the supervisory chain require assistance in regarding “confidential” information, questions should be directed to the Office of the General Counsel.

F. Using Organizational Status to Influence Business Decisions.

The University expects that its personnel who hold purchasing or other decision-making positions will not attempt to use their University status to influence business transactions which may result in their experiencing any personal, financial, or material gain on behalf of themselves or others.

G. Nepotism/Reporting Structure.

University personnel should avoid situations where they may influence the decision to hire a family member at the University. A conflict of interest would exist, for example, if personnel serve on a selection committee or in a decision-making chain where a family member has applied for employment. In such a scenario, University personnel should disclose their familial status to the chair of the selection committee or the Director of Human Resources prior to the candidates’ interview. Further, employees are not permitted to supervise family members as a conflict of interest would exist if a supervisor had to conduct a performance appraisal on a family member.

H. Purchase of Property from Board of Trustees.

No University personnel should enter into a personal agreement or a contract to purchase goods or services, except those available to the general public, from a member of the University’s Board of Trustees or the Trustee’s firm without first discussing the transaction with the University’s Office of the General Counsel. Transactions of this type may have the appearance of impropriety and result in a conflict of interest that at the very least may reflect poorly on the individual, the Trustee and/or the University.

I. Gifts and Honoraria.

In accordance with Section 112.3148, Florida Statutes, University personnel are prohibited from giving, soliciting, or accepting any gift which may give the appearance of influencing their objectivity with respect to the University’s business arrangements. Generally, personnel, in conjunction with their supervisors’ approval, may accept gifts with a value of no more than \$100 as a token of appreciation or as a “thank you” for assistance with or support for a University-related program. However, acceptance of such gifts would be prohibited if it were to result in a conflict with an individual’s separate professional standard of conduct or if accepting such gifts was not permitted by the bylaws or regulations of other entities applicable to the conduct of University personnel.

J. Use of University Intellectual Property, Copyright, Patents and Trademark.

The University observes all intellectual property, patent and copyright laws and expects all University personnel to comply with the laws regarding the use of such property. For example, the University’s trademark, seal, and letterhead must only be used in relation to University-related activities and University business matters. Any other use of the University’s intellectual property is

strictly prohibited. Should University personnel have any questions regarding whether their intended use of the University's intellectual property may be in contradiction to "University-related activities and University business matters" the individual should consult their immediate supervisor or any other individual in his or her supervisory chain. Should anyone in the supervisory chain require assistance in interpreting whether the intended use of patents, copyrights or trademarks falls within accepted University activities or business matters, the supervisor should contact the University's Office of the Provost, the Division of Sponsored Research, or Institutional Advancement to seek guidance regarding any question that they may have regarding the intended use of the intellectual property.

K. Lobby and Political Activity.

While personal political advocacy on the part of University personnel is encouraged, only the University's registered lobbyists are authorized to lobby issues as a representative of the University. Other personnel seeking to lobby or express political views on behalf of the University must first receive the express written approval of the President, in coordination with the University's Office of Governmental Affairs, outlining the terms of the approved lobbying or political activity. Further, should University personnel become engaged in political advocacy or lobbying, they should make all reasonable efforts to make those with whom they come in contact aware their activities are personal endeavors and not expressed on behalf of the University.

University personnel are strictly prohibited from taking an active part in a political campaign while on duty or within periods of time during which University personnel are expected to be performing services for which he or she receives compensation from the University. Further, University personnel are prohibited from using the authority of their University position to secure support for, or oppose any candidate, party, or issue in a partisan election or affect the results of such election. Similarly, University personnel are prohibited from using a promise of reward or threat to encourage or coerce any other University personnel to support or contribute to any political issue, candidate, or party.

University personnel who desire to seek public office while employed by the University are required to first notify and obtain approval from the President. Approval shall be based upon a determination by the President, in coordination with the appropriate supervisor, department head, and division vice president that such activity would not cause a prohibited conflict of interest or interfere with the individual's University service. In situations where the individual holding or running for public office would present a conflict or interfere with the full discharge of his or her University duties, the President may require that the individual take a leave of absence or resign his or her employment from the University.

Notwithstanding the foregoing prohibitions, nothing in this provision shall be deemed to prohibit University personnel from expressing their own opinions on any candidate or issue or from participating in any political campaign during the individual's off-duty hours.

L. Use of Human Subjects in Research.

The University encourages the use of research for the advancement of knowledge. However, all proposed research involving the use of human subjects for testing and obtaining data must be submitted by the primary investigator to the University's Institutional Review Board for review and approval prior to commencing the research.

M. Media and Public Inquiries.

All media and public inquiries for information that University personnel receive in their capacity

as University representatives should be coordinated with the University's Department of Media Relations so that all inquiries result in a timely and accurate response. The University also expects other forms of communication, such as speeches, press releases, and reports made by individuals in their capacity as University representatives, to be accurate and coordinated with the supervisor of the individual communicating the information or others in his or her supervisory chain. Should the information to be reported or released involve issues that will potentially be subject to media coverage, the supervisor should contact the Department of Media Relations prior to the information being communicated or released for that Department's input, review and assistance. Notwithstanding the foregoing, the University is aware that many personnel routinely interact with the media and/or public in their capacity as University representatives. In such public interactions, if University personnel are providing personal or professional opinions that have not been authorized in advance by the University, the personnel should take all reasonable measures to make the public and/or media aware that the opinions expressed are their personal or professional opinions and are not being made on behalf of the University.

N. Professional Associations' Codes of Ethics.

All University personnel who are members of professional associations external to the University are expected to abide by their association's code of ethics and other membership guidelines. If University personnel are found to have violated an external association's code of ethics or membership guidelines and such violation may negatively impact the University or the individual's employment at the University, such personnel must report the alleged violation to their supervisor, or other in his or her supervisory chain so that the impact of the alleged violation may be evaluated by the appropriate University representatives.

O. Alleged Violations of Law.

University personnel are required to disclose to their supervisor or other in his or her supervisory chain, any alleged violations of law or incidents of arrest by a law enforcement official that could impact the individual's temporary or continued performance of their job duties. Such alleged violations of law often impact the University and its reputation and may place other University employees, students, or visitors at risk.

P. Procedures for Alleged Violations.

All employees are responsible for complying with the University's Code of Conduct and Ethics and are required to report an alleged violation of this Code to his or her immediate supervisor, anyone in their supervisory chain, or the University's Ethics Office. The Ethics Office, the Office of the General Counsel, is responsible for conducting a review of the incident(s) in question and forwarding the information to the appropriate University representatives for review.

9.3 Amorous or Sexual Relationship Policy, 1.0070P

Objective and Purpose

The purpose of this policy is to set for expectations for University community members regarding amorous or sexual relationships and to ensure that such relationships do not result in actual or perceived impropriety.

Statement of Policy

a. General Considerations

UNF is committed to providing and maintaining a working and learning environment that is fulfilling and equitable for all members of the University community including students, faculty and staff. Implicit in the University's commitment is that all community members conduct themselves in an ethical manner in their interactions and relationships with each other. To accomplish the University's goals, relationships between students, faculty and staff must be based on integrity, respect and trust. Any amorous or sexual relationship between community members that call these principles into question interfere with the University's academic mission.

b. Amorous or Sexual Relationships between Individuals of Unequal Power

Amorous or sexual relationships between individuals of unequal power (e.g., between a supervisor and an employee, faculty member and student, or staff member and student) where the person of real or perceived greater power directly supervises or has the ability to impact either the employment or education of the other, have the potential of resulting in, or causing the appearance of, the following:

1. A conflict of interest (see UNF Code of Ethics and Conduct, see also Chapter 112, Florida Statutes);
2. An abuse of power or trust;
3. The perception of favoritism, bias or unfair treatment;
4. The perception or allegations that the relationship was the result of coercion or exploitation;
5. Allegations of sexual harassment either during the relationship or after it ceases; and
6. Other allegations of inappropriate conduct.

c. Required Disclosure of Amorous or Sexual Relationships

Faculty members, administrators and staff in any type of supervisory or oversight capacity, who as of the date of the adoption of this policy [2/10/06], are currently involved in an amorous, dating or sexual relationship where there is direct authority relationship between the individuals must immediately disclose the existence of their relationship to their immediate supervisor (i.e., Chair, Director, Dean, Vice President) or, if necessary, the next higher level supervisor not involved in the relationship.

Faculty members, administrators and staff in any type of supervisory or oversight capacity who are involved in an amorous, dating or sexual relationship where no direct authority exists, but as a result of reassignment or restructuring of a department or unit are placed in a direct authority relationship with the person with whom they have a relationship covered by this policy, must disclose the existence of such relationship to their immediate supervisor (i.e., Chair, Director, Dean, Vice President) or, if necessary, the next higher level supervisor not involved in the relationship. For additional information, contact the Director, Equal Opportunity Programs at ext. 2507.

9.4 Disruptive Behavior Regulation, 1.0030R

All members of the University community, including faculty, staff, volunteers, students, independent contractors, and guests who commit any of the enumerated acts below, and/or who are impairing, interfering with or obstructing the mission, purpose, order, operations processes and functions of the University are subject to appropriate disciplinary action and potential criminal prosecution.

Definitions

Disruptive conduct shall include, but not be limited to, the following:

- (a) Violence or threat of violence to others or against one's self; against any member or guest of the University community;
- (b) Theft, conversion, misuse, unauthorized use, damage or willful destruction of University property or of the property of members of the University community;
- (c) Unauthorized interference with the freedom of movement of any member or guest of the University;
- (d) Unauthorized interference with or impeding the rights of others to enter, use or leave any university facility, service, or scheduled activity, or carry out their normal functions or duties; or
- (e) Deliberate interference with academic freedom and freedom of speech of any member or guest of the University.
- (f) Non-compliance with written or oral requests or orders of authorized University officials in the performance of their official duties;
- (g) Providing false information to University officials, withholding required information from University officials or others, or misusing University documents;
- (h) Possession or use of fireworks, explosives, dangerous chemicals, ammunition, or weapons on campus without the written approval of the appropriate University officials;
- (i) Creating or in any way imitating a false alarm;
- (j) Misuse of, or interference with, fire-fighting equipment;
- (k) Disturbing the peace;
- (l) Violation of the University Alcohol and Other Drug Policy;
- (m) Illegal possession or misuse of other controlled substances;
- (n) Endangering the health, safety, and welfare of members or guests of the University;
- (o) Actions or statements which by design or intent amount to intimidation or hazing;
- (p) Sexual harassment or other forms of illegal discrimination toward a member or guest of the University;
- (q) Unauthorized solicitation of funds;
- (r) Misuse or unauthorized duplication of any University key;
- (s) Violation of the University Smoking and Smokeless Tobacco policy;
- (t) Fabrication, falsification, plagiarism, misrepresentation of findings or other deviation from accepted practices in carrying out research, or failure to comply with legal requirements governing research

This rule applies to acts conducted on or off campus when relevant to the orderly conduct, processes, and functions of the University.

9.5 HIV/Aids Policy

It is the policy of the University of North Florida to protect the education and employment rights of its students and employees who are, or may become, infected with HIV, while concomitantly providing University students and employees with an environment in which they are protected from contracting Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS). In the belief that education will prevent the spread of HIV/AIDS and help the public to respond in a reasoned manner, UNF is committed to providing the University community and the community-at-large with education on the nature and transmission of the disease and the rights of individuals with HIV/AIDS.

The UNF CADIC Advisory Board is the committee formed to make recommendations to the Vice President for Student and International Affairs on HIV/AIDS policy components and education programs. The CADIC Advisory Board, therefore, serves as a feedback mechanism ensuring the continual assessment, and when necessary, revision and improvement of the University HIV/AIDS policy and education programs. Membership includes faculty, staff and student representatives, in addition to a representative from the Office of the General Counsel and a physician trained in infectious diseases. The HIV/Aids Policy, 14.0040P, is found on the UNF website at www.unf.edu/unfinfo/policies-regs/chapters/miscellaneous/14_index.html.

9.6 Tobacco Policy

In keeping with the University's mission of establishing an educational and healthy environment, this policy was established to create a University community that is aware of:

- a. The harmful and addictive potential of tobacco use;
- b. The Florida Statutes pertaining to tobacco use;
- c. The consequences of tobacco use in restricted areas and buildings.
- d. Resources and involvement in the prevention and cessation of tobacco use.

Furthermore, the purpose of this policy is to protect people from the health hazards of secondhand tobacco smoke and to maintain compliance with the Florida health initiative in Section 20, Article X of the Florida State Constitution.

All tobacco users will be restricted to outside areas generally located at least twenty-five (25) feet away from buildings and heavily traveled walkways.

As part of the educational and prevention process the University, via the Campus Alcohol and Drug Information Center (CADIC), Department of Health Promotion, Student Medical Services, and in conjunction with other campus departments and/or units, will provide on a regular basis a wide range of activities to increase the University community's understanding of the harmful effects and addictive potential caused by tobacco use. These activities are centered on primary prevention (i.e., education), and secondary prevention (i.e., cessation). The complete policy can be found on the UNF website at www.unf.edu/unfinfo/policies-regs/chapters/miscellaneous/14_0050P.html.

9.7 Drug and Alcohol Education Policy

Objective and Purpose

As an educational institution, the University of North Florida is committed to providing an environment that enhances and supports intellectual and individual development. The University community, including faculty, administrators, staff and students, has the collective responsibility to ensure that this environment is conducive to healthy intellectual growth. The use of harmful and addictive chemical substances poses a threat to the educational environment and the University's mission. Thus, it is necessary to promulgate this Alcohol and Other Drug Policy to assist members of the University community in:

- A. Their understanding of:
 1. The harmful and addictive potential associated with the use of alcohol and other drugs
 2. The consequences of the use, possession, manufacture or sale of illicit drugs
 3. The consequences of the use, possession, manufacture or sale of drug paraphernalia
 4. The consequences of the possession of the prescription drugs unless dispensed pursuant to Chapter 893 of the Florida Statutes
 5. The consequences of the alteration of sale of prescription drugs
 6. The unlawful use and possession of alcohol; and

- B. Their role as:
 1. Resources in the prevention of alcohol and other drug abuse
 2. Resources in the creation and monitoring of a safe and drug-free environment

The main thrust of this substance abuse policy is that any illegal use, possession, manufacture, and attempted sale and consumption of controlled substances and paraphernalia is expressly prohibited both on-campus and off-campus when a staff member or student is acting as a representative of the University. Anyone found guilty of violating this policy is subject to specific sanctions and penalties.

Approval

The sponsor of any event where alcoholic beverages will be served or consumed must have the event registered and approved in advance and will be held responsible for the event.

The approval authorities are as follows:

- A. Faculty Association and faculty-sponsored events are approved by the Provost and Vice President for Academic Affairs.

- B. University Support Personnel Association, and Administrative and Professional Association events are approved by the Vice President for Administration and Finance.

- C. Alumni Association and Foundation Board events are approved by the Vice President for Institutional Advancement.

- D. Osprey Club and Student Government and other student- sponsored events or student organization events are approved by the Vice President for Student and International Affairs.
- E. Off-campus groups using University facilities are approved by the UNF sponsor and the appropriate Vice President.
- F. Other groups or individuals are approved by the appropriate Vice President.
- G. The President or designee also has the right to approve any area.

Responsibility

If alcoholic beverages are served for any University function, party, or event, the group or individual responsible for the event must adhere to the following:

- A. Precautionary measures such as checking I.D.s must be made to ensure that alcoholic beverages are not served to persons who are under 21 years of age or to persons who appear intoxicated.
- B. A person or persons must be designated as the server(s) and the alcoholic beverage(s) must be placed in such a manner and location that access to it is restricted except through the designated server(s). Server(s) must receive training to be made aware of their responsibilities and the legal consequences for violating these responsibilities and specific server actions to limit the use of alcohol.
- C. The only alcoholic beverages that may be possessed or consumed at campus events are those served at the event. All such alcoholic beverages must be consumed within the facility or space designated for the event.
- D. Nonalcoholic beverages must be available.
- E. Food must be served concurrently with the serving of alcoholic beverages. Adequate portions will be considered as criteria for event approval.
- F. An effort should be made to ensure that the amount of alcohol approved for any event must be proportionate to the expected attendance and duration of that event.
- G. Advertising (including flyers, ads, notices, posters, banners, etc.) must note the availability of nonalcoholic beverages and food as prominently as the alcohol being served.
- H. Promotional material for any University function, party or event (including those to be held off campus) shall not make reference to the amount of alcoholic beverage available at the event nor feature the alcoholic beverage as the predominant aspect of the event.
- I. Appropriate measures for adequate cleanup of the facility used are required.

- J. The faculty/staff adviser (or his/her designee) of a student organization must be present throughout the duration of the activity to ensure that the above guidelines are observed and must be made aware of his/her responsibilities and the legal consequences of violating these responsibilities.

The complete policy can be found on the UNF website at www.unf.edu/unfinfo/policies-regs/chapters/miscellaneous/14_0080P.html.