

**Affirmative Action and Equal Employment
Opportunity**

**Source – Policy and Procedure Handbook for
Staff Employees (July 1997)**

The University of Dayton prohibits discrimination against any employee of applicant for reasons of race, color, creed, national origin, sex (including sexual harassment and pregnancy discrimination), disability or age as defined by law, and status as disable veteran or veterans of the Vietnam Ear conflict is specifically prohibited. Accordingly, equal opportunity and treatment are provided in all personnel activities or decisions.

Certification of Procurement Integrity

**Source – Form required by Contracts and Grants
Office.**

University employees who perform work related to Federal contracts are required to comply with Section 27 of the Office of Federal Procurement Policy Act. This act prohibits compete contractors from offering future employment or business opportunities to procurement officials, offering gratuities, or obtaining proprietary or source selection information related to a procurement from government employees related to a specific procurement.

**Confidentiality and Security of University
Property**

**Source – Policy and Procedure Handbook for
Staff Employees (July 1997)**

University employees who are assigned keys, given special access or assigned job responsibilities in connection with the safety, security, or confidentiality of records, materials, equipment, or items of monetary or business value are required to exercise sound judgment and discretion in carrying out these duties and are held accountable for any wrongdoing or acts of indiscretion. Information about the University of Dayton, its students, clients, or employees should not be divulged to anyone other than persons who have a right to know and are authorized to receive such information. Confidential information obtained as a result of employment with the University of Dayton is not to be used by an employee for further any private interest or as a means for personal gains. Use or disclosure of such

information can result in civil or criminal penalties, both for individuals involved and for the University of Dayton.

**Conflict of Interest for Government Funded
Programs**

Source – Policy approved June 1995

University of Dayton employees are expected to act in a professional and ethical manner and to arrange outside obligations and financial interests such that they do not interfere with the basic principles of research integrity, academic freedom, and public interest. When performing research for government or private interest or engaging in other activities in which a conflict may arise, employees must protect the integrity of all research done at the University and the good name of the University. Employees must refrain from unauthorized use of the University's name or exploitation of their affiliation with the University for inappropriate purposes or private gain. To minimize the occurrence of conflict of interest and identify situations where such conflict might exist, the University requires disclosure statements from its investigators, and will disclose all known conflicts of interest to federal agencies providing sponsorship when it cannot satisfactorily manage an actual or potential conflict of interest.

Employee Grievance Procedure

**Source – Policy and Procedure Handbook for
Staff Employees (July 1997)**

A grievance issue is one in which an employee has a complaint regarding wages, hours, or other terms and conditions of employment. A grievance procedure is available to employees to assist them in resolving difficulties or disagreements resulting from their employment. The procedure is a mechanism of dispute resolution available to full- and part-time employees (including student employees) not covered by another University policy or agreement.

Employee Agreement

**Source – Form signed as a condition of
employment**

As a condition of employment with the University of Dayton, all employees are required to sign an employee agreement. Under this agreement,

employees agree to 1) observe and enforce the rules and regulations of the University; 2) give advance written notice when resigning from the University; 3) not engage in consulting work or other technical employment which would involve a conflict of interest; 4) not incur obligations or expenses in connection with a sponsored project except through appropriate means; 5) not retain a copy of or disclose notes, data, or other information related to work on a sponsored project to any person or organization not connected with the project; 6) assign rights, title, and interest in any and all discoveries, improvements, inventions, or copyrightable materials to the University; and 7) permit the University or their sponsors to use, reproduce, publish, and distribute my name.

Environmental Safety, Hazardous Materials Management and Risk Management
Source – Policy and Procedure Handbook for Staff Employees (July 1997)

The University of Dayton strives to provide facilities, equipment, and training that will minimize risk to its employees, the general public, the environment, and campus property. To do this, the University Environmental Safety Office (ESO) conducts programs to address safety, industrial hygiene, security, emergency preparedness, and environmental protection issues. The University complies with the Federal law that guarantees employees the right to know what hazardous materials are found in the workplace through the ESO.

Intellectual Property Policy
Source – Intellectual Property and Procedures Policy (July 1995)

In general, the University of Dayton owns intellectual property created by faculty, staff, students, and others who participate in University programs and use significant UD funds or facilities. When the University commercializes an invention or another form of intellectual property, the net income is shared with the inventor/author, their division/department, and the University.

Misconduct in Research and Scholarship
Source – Policy Approved 1996

It is the policy of the University of Dayton that high legal and ethical standards in the conduct of research and scholarship be maintained. Misconduct in research is considered a major breach of contract between the scholar or the researcher and the University. This policy has been designed to maintain high standards that provide a widely-disseminated and understandable mechanism for dealing with instances of alleged misconduct; an appropriate and clearly-defined chain of responsibility of conduction research; assurance that individuals charged with supervision of other researchers and scholars can realistically execute their responsibilities, particularly with research teams are large; assure that named authors of papers and abstracts play a genuine role in the research and accept responsibility for the quality of their contributions and assure that those significantly contributing to the research are acknowledged; assure that recording and retaining for research data be carried out in a clear and appropriate manner, and guidance and direction for scholars and researchers concerning public announcement and publication of research findings.

Nepotism Policy
Source – Policy and Procedure Handbook for Staff Employees (July 1997)

While the University will consider members of the same family for employment, no person (full time, part time, temporary, or student) should be employed in or transferred to a division, department, or operating unit which establishes a supervisory/employee relationship between two individuals who are related as follows: parent, child, stepchild, grandparent, grandchild, brother, half-brother, stepbrother, sister, half-sister, stepsister, uncle, aunt, nephew, niece, cousin, husband, wife, stepparent, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, or any member of the same household. The above includes not only situations where one person reports directly to another, but also those situations where one person would be employed in a unit or department over which another person has authority or administrative responsibility.

Policy on Computing Ethics

**Source – October 1995 Policy Issued by Research
Computing Services**

All computing resources and facilities of the University of Dayton shall be used solely for legitimate instructional or administrative purposes. University employees who use the computer facilities for any purpose assume the responsibility to see that they are used in an authorized and legitimate manner. Viewing and/or using another person's computer files, programs, or data without the authorized permission is unethical behavior and an invasion of privacy. Software that is installed on University-owned computers is protected by the Federal Copyright Act of 1976. Copying of published computer software restricted by the originator in any manner is prohibited, as is using software that an individual knows has been illegally copied.

Policy on Sexual Harassment

**Source – Policy and Procedure Handbook for
Staff Employees (July 1997)**

The University of Dayton prohibits sexual harassment. Persons found to have engaged in harassment will be subject to disciplinary action including suspension, expulsion, or termination. The University has adopted a procedure to determine whether a behavior or a series of behaviors constitutes sexual harassment and a reporting process by which employees can report incidents of harassment.

**Policy on the Distribution of Sale of Materials and
Solicitation of or by Employees**

**Source – Policy and Procedure Handbook for
Staff Employees (July 1997)**

The University of Dayton believes that at proper times and places solicitations for charity and the offering of goods or other materials for sale to employees may be appropriate. Accordingly, guidelines have been established for University employees, persons outside the University, and by the University or University-sponsored organizations related to the distribution or sale of materials and solicitations.

Position Statement on a Drug-Free Workplace

**Source – Policy and Procedures Handbook for
Staff Employees (July 1997)**

The unlawful or unauthorized purchase, possession, consumption, use, sale, dispensing, manufacturing, or distribution of illicit drugs and alcohol is prohibited on University property or as part of University activities. Illicit drug or alcohol use or abuse does not excuse employees from inappropriate conduct or the neglect of their responsibilities.