



Fairfax University  
*of America*

## CODE OF ETHICS

The mission of Fairfax University of America is to educate students from all over the world through a highly qualified, equally diverse faculty and staff, while striving to provide academic programs at the graduate, undergraduate, and certificate levels that engender the intellectual curiosity, critical thinking, and creativity urgently needed in the global community and with a commitment to providing students with the knowledge to achieve excellence in research, scholarship, and creative endeavors.

Fairfax University of America is a private, non-profit institution with a mission to provide an affordable education to students from all over the world. Every member of the University is expected to carry out his or her professional duties in furtherance of the University's mission.

To work toward achieving the mission of the university, the Board of Trustees has set forth the following Code of Ethical Conduct. This code outlines the general principles apply to every member of the University – including all part-time and full-time employees, faculty members, officers, trustees, and advisory board members. These principles have been derived from federal, state, and local laws and regulations, University policies and procedures, and generally accepted principles of proper and ethical conduct.

These guiding principles outline the general expectations for ethical conduct in relation to the university.

### **I. ADHERENCE TO THE HIGHEST ETHICAL STANDARDS**

All members shall conduct their activities in accordance with professional and community ethical standards at all times.

### **II. RESPECT FOR AND COMPLIANCE WITH THE LAW**

Every member of the University is expected to familiarize themselves with all applicable laws, regulations, accrediting standards, and University rules related to their position(s) and duties. Each member is expected to comply with these regulations, and to comply with both their letter and spirit. The University will implement programs to further members' awareness and to monitor and promote compliance.

### **III. SUPPORT OF THE UNIVERSITY'S GOALS AND AVOIDANCE OF CONFLICTS OF INTEREST**

Every member of the FXUA community has a responsibility to avoid conflicts between his or her personal interests and official responsibilities and to comply with University guidelines for reporting and reviewing actual and potential conflicts of interest. Additionally, a member may not use his or her position with the University for their own personal benefit. Members

are also expected to consider and avoid, not only an actual conflict but also, the appearance of a conflict of interest.

All members must refrain from any private business or professional activity and from having any direct or indirect financial interest that would create a conflict between their private interest and their legal or moral responsibilities to Fairfax University of America. In transactions with others, FXUA employees are expected to act in the best interest of the University and not to their private benefit.

#### **IV. Adherence to the Code of Academic Excellence**

Every member of the University community is expected to adhere to the standards defined in FXUA's Code of Academic Excellence. The Code of Academic Excellence is a commitment by the university community to adhere to and build the reputation of the rigors and continual focused on integrity and personal growth. The following statement is adopted by FXUA and applies to all community members' association with the University: "All Fairfax University of America community members are expected to perform with integrity and respect for the high rigors of academic excellence espoused by FXUA. Academic integrity includes the maintenance of a learning environment where everyone is given an opportunity to succeed through their own efforts and violations to the Code of Academic Excellence are not tolerated by the learning community."

In addition to the Code of Academic Excellence, all community members are expected to conduct themselves with the highest standards of honesty and integrity. This includes adherence and conformity with the applicable University policies, procedures, and approvals and the requirements of all governmental and private research sponsors.

#### **V. RESPECT FOR THE RIGHTS AND DIGNITY OF OTHERS**

Fairfax University of America is committed to a policy of equal treatment, opportunity, and respect in its relations with all members of the FXUA Learning Community. Every member of the University is prohibited from discriminating on the basis of race, color, religion, sexual orientation, gender and/or gender identity or expression, marital or parental status, national origin, citizenship status, veteran or military status, age, disability, and any other legally protected status; physically assaulting, emotionally abusing, or harassing anyone; and depriving anyone of rights in his or her physical or intellectual property, under University policy, or under federal, state, and local laws.

#### **VI. MAINTENANCE AND PRESERVATION OF ACCURATE RECORDS**

The University actively preserves and respects the confidentiality of university records, including personnel and student records, and does not externally disclose confidential records or other non-public information without appropriate authorization and/or under any legal obligation(s). In instances in which a University official accesses or comes across any kind of confidential record through the regular course of business, the record and the information therein contained shall neither exploit for personal benefit nor misuse said information for any unauthorized purpose.

#### **VII. REPORTING SUSPECTED VIOLATIONS OF THE CODE; ENFORCEMENT OF THE CODE**

All members are expected to conduct themselves with the highest of moral standards, and shall not knowingly hide violations of this code of ethics. Members of the University suspecting or concerned about violations (personal or on behalf of others) shall commit to reporting such concerns immediately.

Concerns related to suspected violations of the code of ethics should be reported to the Department of Human Resources or the Department of Quality Assurance. Reporting may be done anonymously on the QA page of the university website.

**VIII. PROTECTION FROM RETALIATION**

All reported matters are held in strict confidence, ensuring confidentiality of the identity of the reporter. University members are assured that any members involved in an investigation will appropriately investigate any report of misconduct. When necessary, the university/investigating unit will notify appropriate authorities outside of the university including, but not limited to law enforcement officials when circumstances reasonably indicate fraud or theft of university funds.

We bring any violation of these principles or circumstances, reasonably indicating that a violation has occurred or may occur, to the attention of supervisors and managers, the university Board of Trustees or other responsible university office. Such reporting in good faith in order to promote the ethical integrity of operations is expected and encouraged by the university, and retaliation by any university employee as a result against the person making such good faith report shall be subject to disciplinary action. We appropriately investigate all such reports, and if warranted by the facts, require corrective action and discipline in accordance with state and university policy and state law

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By signing below, I truthfully state that I have received and reviewed the FXUA Code of Ethics in its entirety, and understand the standards set forth in the Code of Ethics.

By signing below, I am stating that I understand that as a requirement for employment at FXUA I must adhere to the Code of Ethics in terms of my professional conduct both in the office and while representing the university off-site.

I understand that should my professional conduct deviate significantly from the standards outlined in the Code of Ethics, it could result in my dismissal from the university.

I will I commit, to the best of my ability, to adhere to these standards as an employee of Fairfax University of America.

Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_