

SOUTH CAROLINA BANKERS SCHOOL PROFESSIONAL CODE OF CONDUCT

This Professional Code of Conduct establishes guidelines for professional conduct by those acting on behalf of the South Carolina Bankers Association's South Carolina Bankers School (SCBS), including executive officers, administrators, faculty, consultants, staff, volunteers, and other individuals employed by or representing in a professional capacity. It should be noted that the policies and procedures of Lander University and the laws of the State of South Carolina reinforce and supersede the concepts presented in the Professional Code of Conduct.

The Professional Code of Conduct is not an attempt to define specifically what one should and should not do, but instead communicates expectations of proper conduct and the professional conduct values. It is an expectation that the Professional Code of Conduct serves as the basis on which all acting on behalf of SCBS should make decisions related to the best interests of themselves, their colleagues, their students, and SCBS.

Professional Code of Conduct

Those acting on behalf of SCBS have a general duty to conduct themselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of SCBS and take no actions incompatible with their obligations to the SCBS.

Those acting on behalf of SCBS should practice:

- Integrity by maintaining an ongoing dedication to honesty and responsibility;
- Trustworthiness by acting in a reliable and dependable manner with respect to their responsibilities;
- Evenhandedness by treating others with impartiality;
- Respect by treating others with civility and decency;
- Stewardship by exercising custodial responsibility of the property and resources of SCBS and Lander University;
- Compliance by following laws and regulations, as well as SCBS policies related to duties and responsibilities;
- Confidentiality by protecting the integrity and security of information such as student records, employee files, and contracts; and
- Honor by refusing to lie, cheat, steal, or tolerating those who do so.

Inappropriate conduct includes, but is not limited to, the following:

- Acts that are harmful to others, including intentional obstruction of others' rights, sexual assault, physical altercations, verbal abuse, discrimination, harassment, threats, and inappropriate touching;
- Acts that recklessly or intentionally endanger the mental or physical health of any member of the SCBS learning community;

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- Engaging in any act that can be perceived as introducing a potential conflict of interest for SCBS, including inappropriate fraternization or sexual relationships with SCBS students or Lander University students;
- Language indicative of disregard of others based on their racial, ethnic, and cultural backgrounds, class, gender, sexuality, religious/spiritual backgrounds, veteran status, and/or ability status;
- Excessive use of profanity or language of a sexual nature that would likely be offensive to a reasonable person in a professional environment;
- Willful destruction, unauthorized use, improper use, or unauthorized appropriation of property belonging to SCBS, Lander University, or members of the SCBS learning community;
- Recording colleagues, students, or others at SCBS without the consent of all individuals being recorded. This applies to all manners of recording including both video recording and audio recording. SCBS and Lander University surveillance cameras or other legitimate educational or business purposes are permitted;
- Falsifying, misrepresenting, or omitting information on any SCBS record;
- Conviction of any crime or misdemeanor involving moral turpitude, the nature of which reflects adversely upon SCBS or adversely affects the ability to perform SCBS duties;
- Commission of any crime on SCBS or Lander University premises or commission of a work-related crime while off campus;
- Failure to follow SCBS policies, Lander University policies, or state/federal laws, including but not limited to behavior that compromises another's safety or contributes to hazardous conditions, violates rights to privacy, or discloses confidential information; and,
- Any other action, behavior, or communication that, as perceived by SCBS officials, adversely affects SCBS or threatens the sense of health, safety, and/or belonging of any member of the SCBS learning community.