

SOUTH CAROLINA BANKERS SCHOOL STUDENT CODE OF CONDUCT

This Student Code of Conduct establishes guidelines for appropriate conduct by students enrolled in educational programs offered by the South Carolina Bankers Association's South Carolina Bankers School (SCBS). The Student Code of Conduct provides guidance and recourse to preserve a sense of safety and security within our academic climate. 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 Student Code of Conduct.

The Student Code of Conduct is not an attempt to define specifically what one should and should not do, but instead communicates SCBS's expectations of proper student conduct. It is an expectation that the Student Code of Conduct serves as the basis on which students should make decisions related to the best interests of themselves, their peers, their faculty, SCBS, their employer, and their customers.

SCBS students 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, their employer, and the banking profession. They should take no actions incompatible with their obligations as students and financial professionals.

SCBS students 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.

The following acts are deemed violations of the SCBS Student Code of Conduct:

- 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, Lander University, including inappropriate fraternization or sexual relationships with SCBS students of 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;
- Failure to attend class or failure to complete assignments on time;
- Attending class while under the influence of alcohol or drugs;
- Smoking, vaping, or using tobacco products in the classroom, housing facilities, or other non-designated areas;
- Willful destruction, unauthorized use, improper use, or unauthorized appropriation of property belonging to SCBS, Lander University, or members of the SCBS learning community;
- Recording faculty or others at SCBS events without the consent of all individuals being recorded. This applies to all manners of recording including both video recording and audio recording. Lander University surveillance cameras or other SCBS legitimate educational or business purposes are permitted;
- Providing false or misleading information to or failing to comply with reasonable directions of a SCBS official, Lander University official, or law enforcement officer acting in the performance of his or her duty;
- Conviction of any crime or misdemeanor involving moral turpitude, the nature of which reflects adversely upon SCBS, your employer, or the banking profession.
- 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.
- *Sale or Distribution of Lecture Notes or Course Materials.* No student shall sell, deliver or distribute copyrighted lecture notes or other course materials without the express written permission of the copyright holder or instructor. An example of an infraction would include posting on a website or selling instructor lecture notes or other expressions fixed in a medium;
- Any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of SCBS or Lander University. Without excluding other situations, examples include shouting, noise making, obstruction, and other disruptive actions designed or intended to interfere with or prevent meetings, assemblies, classes, or other scheduled or routine operations or activities; 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.