

University of Hawai'i Marine Center

Employee Code of Conduct Agreement

This Employee Code of Conduct outlines the required standards of behavior and practice by employees in undertaking their role with the University of Hawai'i Marine Center (UHMC) in accordance with the policies and procedures of the Research Corporation of the University of Hawai'i (RCUH) and the UHMC Safety Management Manual.

Organizational Values

Our work practices and code of conduct are anchored in the following values; integrity, accountability, professionalism, collaboration, and open-mindedness.

As an organization we are committed to the highest ethical standards. We honor our commitments. We take a disciplined and informed approach in planning and executing our activities and missions safely. We proactively manage operational risk learning from both our successes and failures. We work collectively together leveraging our skills, knowledge, and resources in the betterment of the program and the services we provide. We keep our minds open to perspectives that are different from our own.

Our organizational environment is one of mutual respect, trust, and inclusion. It is an environment that is free of distractions and disruptive behaviors so all can focus on the mission at hand, in a safe and positive workspace.

1. Personal and Professional Behavior

1.1 Employees are to perform all duties associated with their position in a conscientious, competent and honest manner, consistent with the values of the University of Hawai'i Marine Center and the Research Corporation of the University of Hawai'i.

1.2 Employees are to treat all others with respect, courtesy and civility, having regard for their dignity and rights.

1.3 Employees act fairly and equitably, respecting diversity and inclusion.

1.4 Employees will not engage in bullying, violence, sexual harassment or any other form of harassment.

1.5 Employees will not retaliate against anyone who has made a good-faith complaint of intimidation, harassment, or threat of violence or who has cooperated with or been a witness during the investigation of such a complaint.

1.6 Employees dress and act in a professional manner at all times reflecting positively on the University of Hawai'i.

1.7 Employees' use of social media does not compromise the organization's reputation and does not include derogatory, shaming or personal attacks towards or about employees, the University of Hawaii, the Research Corporation of the University of Hawai'i, scientists, clients or other stakeholders to include but not limited to the Office of Naval Research, The National Oceanic and Atmospheric Administration, and the National Science Foundation.

2. Accountability

- 2.1 Employees understand and comply with RCUH policies and procedures and the UHMC Safety Management Manual.
- 2.2 Employees are responsible for seeking clarification where needed regarding any part of their employment, including details of this Code of Conduct.
- 2.3 Employees use organizational equipment, facilities, and resources for the purpose of undertaking organizational duties.
- 2.4 Employees take responsibility for reporting conduct by other employees, if that conduct is inconsistent with the organizational policies and procedures, or with this Code of Conduct.

3. Safe Environment

- 3.1 Employees must perform their duties in a safe and competent manner by following all project and program safety rules and regulations, and using proper personal protective equipment as required.
- 3.2 Employees must take care to not put themselves or others at risk or reduce their ability to carry out their duties through unsafe practices, inappropriate behaviors or the misuse/use of alcohol or drugs (recreational or prescription) in accordance with UHMC policies.
- 3.3 Employees must take action in preventing, identifying and responding to workplace health and safety risks, and reporting any ‘near misses’ to the Master or Designated Person Ashore immediately.
- 3.4 Employees must report any work-related illness/injuries to the Master or Designated Person Ashore immediately after their occurrence.

Acknowledgement

I, _____ (print name, title of position, date)

_____ (your signature), have read, understand and agree to the University of Hawai’i Code of Conduct. I commit to the required standards of behavior and practice as outlined in the Code of Conduct. I understand that a violation of this Code of Conduct may result in severe disciplinary action, up to and including termination of employment.