



Personnel Conduct Policy

Brigham Young University exists to “assist individuals in their quest for perfection and eternal life” by providing education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. (BYU [Mission Statement](#)). That atmosphere is created and preserved through commitment to conduct that reflects those ideals and principles. Members of the faculty, administration, staff, and student body are selected and retained from among individuals who voluntarily live the principles of the gospel of Jesus Christ. (See [Church Educational System Honor Code](#)).

It is a condition of employment that all personnel (including student employees) act in accordance with university policies, the [Church Educational System Honor Code](#), and the [Dress and Grooming Standards](#), and refrain from behavior or expression that seriously and adversely affects the university mission or The Church of Jesus Christ of Latter-day Saints. Examples include behavior or expression that

- contradicts or opposes, rather than analyzes or discusses, fundamental Church doctrine or policy;
- deliberately attacks or derides the Church or its general leaders; or
- violates the Church Educational System Honor Code because the expression is dishonest, illegal, unchaste, profane, or unduly disrespectful of others.

All personnel are expected to be role models of a life that combines the quest for intellectual rigor with spiritual values and personal integrity, and to conduct their work in a professional manner consistent with the values espoused by the university and the Church. Members of the Church in nonstudent positions also accept as a condition of employment the standards of conduct consistent with qualifying for temple privileges. The university regularly contacts ecclesiastical leaders concerning the temple eligibility of all nonstudent personnel who are members of the Church.

“We Believe . . .”

The cornerstone of the university’s personnel conduct standards is the [Church Educational System Honor Code](#), which states in part

By accepting appointment, continuing in employment, being admitted, or continuing class enrollment, each member of the BYU community personally commits to observe these Honor Code standards approved by the Board of Trustees “at all times and in all things, and in all places” (Mosiah 18:9):



- Be honest.
- Live a chaste and virtuous life, including abstaining from any sexual relations outside a marriage between a man and a woman.
- Respect others, including the avoidance of profane and vulgar language.
- Obey the law and follow campus policies.
- Abstain from alcoholic beverages, tobacco, tea, coffee, vaping, and substance abuse.
- Participate regularly in Church services (required only of Church members).
- Observe Brigham Young University's [Dress and Grooming Standards](#).

The following paragraphs highlight some critical expectations of all BYU employees and are intended to provide a framework through which employees can more fully understand their responsibilities and commitment to the university.

Compliance with Laws and Policies

BYU endeavors to provide personnel and students with educational, spiritual, and personal development opportunities in a safe and principled environment that is conducive to achieving the university's mission. BYU, as a higher education institution, is a complex environment subject to many laws and regulations. BYU is committed to compliance with all regulatory requirements applicable to campus operations. BYU expects all personnel to be familiar with and comply with university policy and with relevant federal and state laws and regulations. Specific expectations and policies can be found at policy.byu.edu and on the university's compliance website, compliance.byu.edu. Questions about the application of policies can be directed to the policy owner listed in the policy, to the university's Integrity and Compliance Office, or to the Office of the General Counsel.

Stewardship

The resources used at BYU come from the tithing funds of the Church, student tuition, contributions from donors, purchases by customers, and funded research. Regardless of source, all resources given to BYU are considered sacred. This principle means that university personnel must be careful with the resources entrusted to their care. Funds allocated for one purpose are not to be diverted to another purpose without proper authorization. BYU strives to find the most effective way to accomplish a task. The university will evaluate university activities on a regular basis and fund only those activities that contribute to the mission of the university.

Related Policies: [Budget Policy](#), [Financial Accounting Policy](#), [Fraud Policy](#), [Legal Documents Policy](#)

In addition to its physical resources, BYU personnel are entrusted with intellectual property and with personal, confidential, privileged, and proprietary information. All personnel are



responsible to protect the privacy of those who entrust this information to us and to use this information only for the purposes for which access is provided.

Related Policies: [Access to Student Records Policy](#), [Copyright Policy](#), [Information and Records Retention Policy](#), [Information Use, Privacy, and Security Policy](#), [Intellectual Property Policy](#)

Respect for Others

Workplace relationships at BYU must be characterized by absolute integrity. Each employee is expected to do his or her part to promote a respectful workplace environment “sustained by those moral virtues which characterize the life and teachings of the Son of God” that is free from harassment, threats, intimidation, verbal or physical abuse, abuse of power, or other unprofessional behavior, even if the behavior does not rise to the level of unlawful conduct. Respect for others means that university personnel must act with civility and refrain from intentional behavior that causes physical or emotional harm. Respect should guide all communications, whether written, verbal, or nonverbal. In order to meet the Aims of a BYU Education, all personnel, including student employees, must be treated with respect. ([Aims of a BYU Education](#)).

Unlawful Discrimination and Harassment

BYU prohibits all forms of unlawful discrimination, including unlawful harassment, in employment, education, and all programs and activities sponsored by the university. This prohibition applies to acts of unlawful discrimination by or against university employees, students, and campus visitors—including applicants for employment or admission—and it includes unlawful discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), age, disability, genetic information, or veteran status. The university will not tolerate unlawful discrimination and will take immediate and appropriate steps to stop unlawful discrimination, prevent its recurrence, and address its effects. See the [Nondiscrimination and Equal Employment Opportunity Policy](#) for more information. Please contact the Equal Opportunity Office with any discrimination-related questions or visit hrs.byu.edu/equal-opportunity.

Sexual Harassment

All forms of sexual harassment, including sexual assault, dating violence, domestic violence, and stalking on the basis of sex, are contrary to the teachings of The Church of Jesus Christ of Latter-day Saints and the Church Educational System Honor Code. BYU prohibits sexual harassment by its personnel and students and in all its education programs or activities. See the [Sexual Harassment Policy](#) for more information. Please contact the Title IX Office with any questions related to sexual harassment or visit titleix.byu.edu.

Related Policies: [Minor Protection Policy](#), [Sex Offender Policy](#)



Safe Work Environment

BYU seeks to provide a work environment free from occupational injury and illness. The Department of Risk Management and Safety provides many written safety and health programs. BYU employees are expected to be familiar with and follow relevant health and safety policies, procedures, and programs and identify and report unsafe acts or conditions in the workplace to their supervisors. Please contact Risk Management and Safety with any safety-related questions or concerns or visit risk.byu.edu.

Related Policies: [Drug-Free Workplace Policy](#), [Risk Management and Safety Policy](#)

Conflicts of Interest

A conflict of interest situation may exist when personnel are in a position to influence the direction or decision of the university or one of its programs, or to inappropriately use university resources in such a way that may lead to the personal financial gain of the individual or of his or her immediate family members or other designee. A potential conflict of time commitment exists when activities external to the university exceed reasonable time limits or when primary professional responsibility is not to the university. All conflicts must be disclosed and must be reduced, eliminated, or appropriately managed.

All university personnel should meet annually with their supervisors to discuss and evaluate the potential of any activity or involvement for creating a conflict of interest. Line managers have the responsibility to understand the complete context of individual work assignments and must have ongoing awareness of all relevant factors that bear on any potential conflict of interest. Personnel are expected to understand the terms of their employment and give a full measure of time, talent, and loyalty to the university. See the [Conflict of Interest and Conflict of Time Commitment Policy](#) for more information.

Nepotism

Colleges and departments may not employ a person in a position within the administrative scope of control of a near relative except when certain conditions have been met. This policy applies to all full-time, part-time, on-call, and temporary personnel, faculty, administrators, and student employees. Exceptions to this policy may occur only with prior approval of the associate academic vice president – faculty relations, the assistant administrative vice president – Human Resource Services. Employees should refer to the [Nepotism Policy](#) for additional information.

Employee-Vendors

Whenever BYU personnel own or have a substantial interest in a commercial or private organization that does or seeks to do business with the university, the individual must first be approved as an employee-vendor through the Purchasing and Travel, Compensation, and



Regulatory Accounting and Reporting departments before being considered as a university vendor. See the [Employee-Vendor Policy](#) for more information.

Related Policies: [Business Gifts and Entertainment Policy](#), [Expectations of a Faculty Appointment Policy](#), [Financial Conflict of Interest in Sponsored Research Policy](#), [Intellectual Property Policy](#)

Reporting Noncompliance

BYU is committed to providing a safe environment in which employees will, in good faith, report reasonable suspicions of unethical behavior and noncompliance with law or policy in the workplace.

Normal Reporting Lines

Employees are encouraged to attempt to resolve their concerns at the most local level by reporting their concerns to a supervisor or other appropriate contact person within their units. If employees feel uncomfortable addressing their concerns within their units or wish for any other reason to address their concerns elsewhere, they may make their reports directly to the university offices responsible for handling the subject area. The [Compliance Directory](#) provides a list of persons to whom university employees may direct compliance concerns and inquiries. The university is committed to investigating all reports of suspected noncompliance, from whatever source, and will implement corrective or disciplinary action when necessary. University employees are expected to fully cooperate with investigations.

BYU Compliance Hotline

If employees are uncomfortable reporting suspected compliance violations through normal reporting lines or if other internal resolution mechanisms have not resolved a compliance issue, employees can and should report suspected compliance violations by contacting the Integrity and Compliance Office or by using BYU's compliance hotline. Employees may use the hotline to make an anonymous report, and as permitted by applicable law and policy, BYU will strive to protect the reporter's identity and the confidentiality of the information provided. The compliance hotline is not intended for handling employee grievances that do not involve legal or policy violations. Nonetheless, good-faith reports of legal or policy noncompliance will be reviewed and, if appropriate, investigated and resolved. Reports submitted through the hotline are taken seriously and will be given careful attention with the goal of preventing, stopping, and remedying the reported noncompliance. Employees can access the BYU compliance hotline, provided by the third-party EthicsPoint, through an [online portal](#) or by calling 1-888-238-1062. Reports can also be submitted directly to the Integrity and Compliance Office by emailing compliance@byu.edu.

***Protection from Retaliation***

BYU will keep confidential the identity of the person making a report of noncompliance unless (1) the person consents to disclosure, (2) a governmental authority compels the disclosure (e.g., as per applicable law, lawfully issued subpoenas, warrants, court orders, or other investigatory documents issued by a court of competent jurisdiction), or (3) maintaining such confidentiality would interfere with conducting an investigation of the specific allegations or taking corrective action. Confidentiality means disclosure will be made only to university personnel or agents who have a legitimate need to know in order to perform their university responsibilities. No adverse employment action may be taken in knowing retaliation against any person who makes a good faith report of noncompliance; reports reasonable suspicions of noncompliance in the workplace to a governmental authority; or participates in a judicial, administrative, legislative, or university proceeding related to allegations. Adverse employment action is broadly defined as any employment-related act or decision, including a failure to take appropriate action, by a supervisor or higher-level authority which might deter a reasonable employee from making or supporting an allegation of noncompliance in the workplace.

Related Policies: [Administrative and Staff Employee Discipline Procedures](#), [Campus Threat Assessment Committee Policy](#), [Discrimination Complaint Procedures](#), [Disruptive Student Conduct Procedures](#), [Faculty Discipline and Termination Policy](#), [Faculty Grievance Policy](#), [Fraud Policy](#), [Minor Protection Policy](#), [Nondiscrimination and Equal Employment Opportunity Policy](#), [Sexual Harassment Policy](#), [Sexual Harassment Grievance Procedures \(Non-Title IX Sexual Violence\)](#), [Sexual Harassment Grievance Procedures \(Title IX\)](#)

“ . . . We Seek After These Things ”

This Personnel Conduct Policy cannot address every situation or ethical dilemma that university personnel may face in the course of their employment at BYU. It is incumbent upon all university personnel to exercise good judgment, in addition to following the provisions of this policy and other policies and procedures. To the extent language in this policy conflicts with language in another university policy that addresses a specific subject matter or area, the language of the subject-specific policy will control over the more general language of this policy. If the appropriate course of action is not clear, employees are expected to seek counsel from the subject matter experts listed in the [Compliance Directory](#) to help clarify issues and guide appropriate behavior.

APPROVED: 14 Dec 2020 [Revised 8 Nov 2021]

PRIOR VERSION: 28 Oct 2019

APPLICABILITY: This policy applies to all university personnel.



POLICY OWNERS: Academic Vice President, Administration Vice President and CFO, Assistant to the President and General Counsel

RESPONSIBLE OFFICES: Human Resource Services, Integrity and Compliance Office, Faculty Relations

RELATED POLICIES:

- [Academic Freedom Policy](#)
- [Academic Honesty Policy](#)
- [Access to Student Records Policy](#)
- [Administrative and Staff Employee Discipline Procedures](#)
- [Administrative and Staff Employee Grievance Policy](#)
- [Administrative and Staff Employee Leaves Policy](#)
- [Administrative and Staff Employment Policy](#)
- [Appropriate Use of Information Technology Resources Policy](#)
- [Budget Policy](#)
- [Business Gifts and Entertainment Policy](#)
- [Campus Threat Assessment Committee Policy](#)
- [Church Educational System Honor Code](#)
- [Conflict of Interest and Conflict of Time Commitment Policy](#)
- [Copyright Policy](#)
- [Discrimination Complaint Procedures](#)
- [Disruptive Student Conduct Procedures](#)
- [Dress and Grooming Standards](#)
- [Drug-Free Workplace Policy](#)
- [Employee-Vendor Policy](#)
- [Expectations of a Faculty Appointment Policy](#)
- [Faculty Discipline and Termination Policy](#)
- [Faculty Grievance Policy](#)
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- [Information Use, Privacy, and Security Policy](#)
- [Intellectual Property Policy](#)
- [Legal Documents Policy](#)
- [Minor Protection Policy](#)
- [Nepotism Policy](#)



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- [Network Resources Policy](#)
 - [Nondiscrimination and Equal Opportunity Policy](#)
 - [Performance and Development Planning Policy](#)
 - [Postdoctoral Employment Policy](#)
 - [Risk Management and Safety Policy](#)
 - [Sex Offender Policy](#)
 - [Sexual Harassment Grievance Procedures \(Non-Title IX Sexual Violence\)](#)
 - [Sexual Harassment Grievance Procedures \(Title IX\)](#)
 - [Sexual Harassment Policy](#)