



Code of Conduct

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The above policies shall apply at all ASOSU events.

ASOSU Success Policy

Purpose

The ASOSU takes pride in being professional and accountable to all the students at Oregon State University. Actively working to meet and exceed these expectations is the first step to being successful and effective student leaders. This document is used to provide standards for success within the workplace and to help student leaders understand their role within the organization.

Expectations

As apart of being accountable to the student body listed below are some expectations for all members of the ASOSU:

1. Actively work with the ASOSU branches to achieve all goals, both individual and organizational.
2. Attend meetings, events and other ASOSU obligations as you have signed-up for or have been requested to attend.
3. Be on time to meetings, office hours and other ASOSU obligations.
4. Be prepared and on task during meetings, office hours and other ASOSU obligations.
5. Maintain a positive and professional working environment within the ASOSU and at ASOSU sponsored events/functions.
6. Maintain and fulfill the required number of office hours per week. Be sure to hold as many office hours as possible in the ASOSU office to ensure your availability to students.
7. Maintain positive and appropriate relationships/attitudes with/towards any student at all times.
8. Refrain from doing or saying anything that is harming to reputation of ASOSU. This includes working against the betterment of ASOSU or any member of ASOSU.
9. Refrain from using any statement utilizing stereotypical, degrading, slanderous, disrespectful, or otherwise harmful language. Refrain from using any statement that may be perceived as intolerable towards an individual's sex, age, national origin, marital status, military status, veteran status, perceived gender identity or expression, race, ethnicity, religion, sexual orientation, ability, physical appearance, socioeconomic status, political affiliation, family background or culture.
10. Represent ASOSU in an appropriate manner at all times.
11. Utilize office hours appropriately and work with students, interns and volunteers whenever possible.
12. Work to fulfill your position description and produce the highest quality work, to the best of your ability.

Responsibilities

These expectations should be achieved by all ASOSU branches. It is the responsibility and obligation of affiliates to maintain a positive and open working relationship. Any trouble or obstacles in regard to achieving these expectations should be addressed by the parties involved; the parties should work together to find solutions to any problem or obstacle as quickly as possible once the situation arises. ASOSU staff members, especially a given supervisor, should be seen as a resource and team member. We should always be working together to accomplish the goals of the ASOSU to the best of our ability.

ASOSU Conduct Policy

Purpose

Working as a student leader and, specifically, in student government is different than any other position you will hold at OSU. As ASOSU officers and staff members, we are held to a higher standard of conduct than other students. Inappropriate conduct by officers and staff members has the potential to damage ASOSU's image and our ability to represent and serve the student body. Therefore, we have a heightened responsibility to present ourselves in the best light possible to our constituents.

All violations will be considered on an individual basis while following the procedures outlined in this document.

Responsibilities

General conduct in public and in the office that are not necessarily illegal or in violation of any rules, but may negatively impact you, others around you and, therefore, the ASOSU as well, will be brought forward as a possible violation of ASOSU office policy.

1. Language:

- a. Discussing personal engagement in illegal acts.
- b. Slurs against others
- c. Excessive vulgar commentary in a public setting

2. Behavior:

- a. Advertising ASOSU in an inappropriate fashion
- b. Drawing negative attention

3. Utilizing ASOSU resources

- a. Safe ride vans must only be used for official ASOSU business
- b. When operating Motor pool or Safe ride vehicles, observe heightened attention to the laws of the road.
- c. Office supplies, computers, and phones are exclusively for the use of ASOSU employees while conducting ASOSU business.

Disclosure of Information

It is expected of the ASOSU officers and staff members to report any actions which could cause harm to the ASOSU.

1. Any staff member who feels conduct has the potential to negatively affect the ASOSU shall report the conduct to their immediate supervisor. Any officer who feels conduct has the potential to negatively affect the ASOSU shall report the conduct to the head of the respective body. If the President's conduct is in question, they shall report to the Vice-President. Such conduct includes, but is not limited to, those listed within the Code of Conduct document.

2. If unsure, officer and staff members shall consult with the ASOSU Legal Advocate, who will give confidential advice on whether the conduct warrants reporting. The attorney-client confidentiality privilege applies to the consultation.

Disciplinary Action

The following are steps that will be taken if an officer of ASOSU or staff member violates the Oregon Administrative Rules, Oregon Revised Statutes, Corvallis City Ordinances and/or University Policies.

1. Initial Steps

The corresponding branch in which the officer or staff member lies in shall determine the course of action:

a. Executive Branch

- i. The ASOSU President and Vice President shall be notified of the staff member's conduct by the immediate supervisor.
- ii. If the ASOSU President and Vice President decide no further action is warranted, the matter shall be dismissed.
- iii. In the case of minor inappropriate conduct, the ASOSU President and Vice President shall make a recommendation to the staff member or officer to take steps to resolve the situation.
- iv. In the case of major inappropriate conduct, the ASOSU President and Vice President shall convene a committee to mitigate potential damage to the ASOSU and also refer the staff member or officer to the Oversight and Ethics Committee.

b. Legislative Branch

- i. If the officer is a member of the House of Representatives, then the Speaker of the House shall be notified of the Representative's

conduct. If the officer is a Senator, then the President of the Senate shall be notified of the Senator's conduct.

- ii. If the Speaker of the House or the President of the Senate decides no further action is warranted, the matter shall be dismissed.
- iii. In the case of minor inappropriate conduct, the Speaker of the House or the President of the Senate shall make a recommendation to the Representative or Senator to take steps to resolve the situation.
- iv. In the case of major inappropriate conduct, the Speaker of the House or the President of the Senate shall convene a committee to mitigate potential damage to the ASOSU and also refer the Representative or Senator to the Oversight and Ethics Committee.
- v. If the President of the Senate or the Speaker of the House is the party in question, the officer should report the conduct to the Oversight and Ethics Committee Chair who will then take the issue to the mitigation committee.

c. Judicial Branch

- i. The Judicial Council Chair shall be notified of the Judicial Councilor's conduct by the immediate supervisor.
- ii. If the Judicial Council Chair decides no further action is warranted, the matter shall be dismissed.
- iii. In the case of minor inappropriate conduct, the Judicial Council Chair shall make a recommendation to the Judicial Councilor to take steps to resolve the situation.
- iv. In the case of major inappropriate conduct, the Judicial Council Chair shall convene a committee to mitigate potential damage to the ASOSU and also refer the Judicial Councilor to the Oversight and Ethics Committee.
- v. If the Judicial Council Chair is the party in question, the councilor should report the conduct to the Oversight and Ethics Committee Chair who will then take the issue to the mitigation committee.

2. Committee to mitigate potential damage to ASOSU
 - a. The purpose of the committee is to design a plan to mitigate potential damage to ASOSU in the aftermath of an officer or staff member's conduct.
 - b. The committee membership shall consist of the ASOSU President, Vice President, Executive Director of Public Relations, the officer or staff member's immediate supervisor, the Oversight and Ethics Chair, the Judicial Council Chair and the Legal Advocate and/or Student Advocate. If a member of the committee is the person in question, that member shall not sit on the committee.
3. Oversight and Ethics Committee recommendations
 - a. It is the duty of Oversight and Ethics Committee to assess the officer or staff member's conduct and make recommendations to the House of Representatives on the appropriate course of action.
 - b. The ASOSU President and Vice President shall follow the recommendation of the ASOSU Oversight and Ethics Committee or the ASOSU Congress, which may be one of the following:
 - i. Take no action.
 - ii. Take recommended action and retain the officer or staff member's employment.

Take recommended action and remove the staff member from office, or, in the case of the President or Vice President, request his/her resignation.

ASOSU Consensual Relationship Policy

Defining a Consensual Relationship

A consensual relationship is hereby defined as a relationship involving two or more individuals with mutual consent in a romantic, physically intimate, and/or sexual relationship including, but not limited to, partners or spouses.

Policy

The Associated Students of Oregon State University Consensual Relationship Policy requires that all affiliates conduct themselves in a professional manner. With regard to consensual sexual or romantic relationships, it should be noted that when they occur between supervisor and employee or teacher and student, there is potential for an abuse of power. Such romantic liaisons have the potential to create a conflict of interest or use of leverage to maintain or promote the relationship. There is also potential for difficulty or liability if there is a third-party perception of distorted levels of equity involving assignments, promotions, etc. An abuse of academic or supervisory power will not be tolerated and such behavior can be grounds for immediate termination. In the event of any consensual relationship within the work environment the relationship must be reported to all supervisors where proper decision and action will be determined to prevent any potential problems from occurring and for the protection of the individuals involved.

In the event that a supervisor is told of a consensual relationship, the supervisor is responsible for forwarding the information to individuals whom have supervisory oversight over them. There is no absolute confidentiality with regards to consensual relationships in the ASOSU work environment.

During and after a consensual relationship, it is expected that the individuals behave with the same level of professionalism as all ASOSU members do so on a day to day basis. If an individual is not able to conduct themselves professionally, the supervisor will help the individual with what ever is preventing them from maintaining the level of professionalism that is found within the ASOSU. In the case where only a single individual is struggling with professionalism, only that individual will receive help from the supervisor. Likewise, a situation involving multiple individuals behaving unprofessionally, help will be given to all individuals. If this fails to yield a solution, the appropriate supervisor has the option of seeking alternatives listed below to help bring the level of professionalism back up, or seeking other means as seen fit.

Office of Student Conduct
327 Snell Hall 541.737.3656

Office of Affirmative Action and Equal Opportunity
526 Kerr 541.737.3556

If any member outside of the consensual relationship has concerns related to the work environments, comments and questions should be directed to the administration of the ASOSU branch to which it pertains. The administrators are committed to document the concerns and take action at their discretion.

ASOSU Sexual Harassment Policy

Purpose

The purpose of this policy is to set forth the Associated Students of Oregon State University's commitment to maintaining an environment free from sexual harassment. ASOSU realizes its obligations to ensure that all employees and students are provided a discrimination free environment to realize their goals and to function effectively as a member of ASOSU.

Definition

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment or education-related decisions affecting such an individual, or;
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.
- D. Excessive and unnecessary touching such as back rubbing, butt-swatting or prolonged hugging can make other staff and students uncomfortable and will not be tolerated.
- E. Public displays of affection are discouraged, and while they are not strictly prohibited, extensive displays of affection may be grounds for reprimand. These may include, and are not limited to extended body contact, kissing, prolonged hugs, back rubbing, hand-holding, etc.

Reporting an Offense

ASOSU is committed to the success of students and ensuring a safe and appropriate learning environment. Should an incident occur that makes you feel uncomfortable, whether it be if you experienced this first hand or were a witness, you should report it.

Resources

When reporting an incident your first contact is your immediate supervisor or the head of your respective body.

Executive Branch:

This includes Task Force Directors reporting to the Executive Director of Campaign Resources or Diversity Programs, Service Directors reporting to the Executive Director of Services, all Executives reporting to the Vice President and/or the President.

Legislative Branch:

Senators will report incidences to the President of the Senate. Representatives will report incidences to the Speaker of the House.

Judicial Branch:

Councilors in the Judicial Branch will report to the Judicial Council Chair.

University resources include Student Conduct and Mediation, or the Office of Affirmative Action & Equal Opportunity.

Note: The ASOSU has a zero tolerance policy for Sexual Harassment. Students found to have engaged in sexual harassment, in accordance with the Oregon State University Sexual Harassment Policy, may be subject to sanctions under the Student Conduct Code, OAR 576-15-030. These sanctions may include a warning, required educational activities, restrictions, disciplinary probation, suspension and/or expulsion.

ASOSU Reprimand Policy

Purpose

The purpose of this policy is to set forth the expectations and requirements of holding an office (elected or appointed) or working for the Associated Students of Oregon State University in a structured and organized manner, and emphasis's mentoring and restorative approaches for continued success and growth. Throughout this document we will have clear and concise expectations in order to reduce ambiguity and prevent misunderstandings in the future. Overall this is a tool to help not only the officers and employees of the Associated Students of Oregon State University, but to have guidelines for enforcement of responsibilities within the office. The following policy will encourage a smooth working environment where expectations are clear and consequences are openly outlined.

Levels of Offense:

Minor:

These are offenses that are remedial in nature and should be addressed positively through coaching and mentoring techniques. A mentoring session between the employee, direct supervisor and/or third party if necessary should be conducted following the incident. A hearing by the Oversight and Ethics Committee may be called if they feel the offense is deemed worthy of one. A written "Documentation" form will be made for records of the event. Disciplinary action, when appropriate, will come in the form of a written warning. Repeated minor offenses can escalate to an intermediate offense.

Intermediate:

These are offenses that are more serious in nature than minor offenses, and require immediate action from the direct supervisor. A mentoring session between the employee, direct supervisor and/or third party if necessary should be conducted following the incident. A hearing by the Oversight and Ethics Committee may be called if they feel the offense is deemed worthy of one. Disciplinary action will be determined by the severity of the offense, though all will be accompanied with a written "Documentation," "Warning" or "Offense" form in order to keep records on the event.

Repeated intermediate offenses can escalate to a major offense.

Major:

These are offenses which are serious in nature and create a tumultuous work environment for one or more employees. A mentoring session between the employee, direct supervisor, Vice President and President or the Speaker of the House should be conducted following the incident. A hearing by the Oversight and Ethnics Committee will be called to review the offense. Actions will be determined based on the severity of the offense, but all will be accompanied with a written "Offense" form in order to keep records of the event. A major offense may result in immediate termination of employment, or the Oversight and Ethics may ask for Articles of Impeachment to be brought against such person.

Responsibilities and Expectations

Below are the responsibilities and expectations of being an officer or employed by the Associated Students of Oregon State University as outlined. The specific criteria are listed and the type of offense is noted in parentheses next to each.

1. Alcohol and Drugs

The ASOSU has a zero tolerance policy to alcohol and drugs within the workplace. Alcohol and drugs or related paraphernalia are not acceptable in the ASOSU offices, at any sponsored event and/or activity, or meetings. Any suspected alcohol or drug related activity in the workplace, at a sponsored event, activity, and/or meeting will be investigated and disciplinary action will be dispensed based on the severity of the incident.

- a. Bringing to the office, any ASOSU sponsored event, activity and/or meeting, any kind of alcohol, illegal drug products or paraphernalia. (Major)
- b. Coming into the office, attending a sponsored ASOSU event and/or activity, or meeting under the influence of alcohol and/or any other type of judgment altering drug. (Major)
- c. While in the office, at a sponsored ASOSU event, activity, and/or meeting, talking or advertising about alcohol or drug related activity, unless it is business related. (Minor/Intermediate)
- d. As a witness or "bystander," one who has knowledge of violation of these policies, you are also accountable for reporting the violation. Failure to do so may be viewed as complicity with the actions of those who acted in violation of the policy. (Minor/Intermediate)

2. Attitude

One's attitude toward the ASOSU and others can have negative ramifications to the organization as a whole, if their actions are in anyway inappropriate or offensive.

- a. Acting inappropriately towards any student. (Intermediate)

- b. Negative or inappropriate actions while representing ASOSU. (Intermediate/Major)
- c. Acting out line during ASOSU Meetings (Minor)

3. Defamation

Intentionally harming the character of the ASOSU or a fellow coworker is not tolerated.

- a. Doing or saying something harming the reputation of the ASOSU. (Intermediate)
- b. Working against the betterment of the ASOSU or any member within the ASOSU. (Intermediate)

4. Dress Code.

When working with the ASOSU there are basic dress expectations. In certain cases there will be need for more formalized attire.

- a. Wearing of ASOSU polo's, shirts, sweatbands, etc. in any type of inappropriate setting. (Minor)
- b. Dressing in a manner deemed inappropriate or dress that makes others uncomfortable in the office or any other ASOSU activity or event. (Minor)

5. Events and Activities

When an ASOSU employee makes a commitment to be at an activity or event, it is expected that the employee will follow through with their commitment unless extreme extenuating circumstances arise. In a case where a conflict arises, the direct supervisor or coordinator of the event should be contacted immediately. If one is unable to attend, then a substitute should be found for the event or activity.

- a. More than five minutes late to an event. (Minor/Intermediate)
- b. Being off task or distracting from the purpose of the event. (Minor)
- c. Being unprepared for an event. (Minor)
- d. An unexcused absence from a scheduled event. (Intermediate)

6. Harassment

The ASOSU has a zero tolerance policy toward all forms of harassment including, but not limited to discriminatory actions on the bases of sex, age, national origin, marital status, family status, relationship status, military status, veteran status, perceived gender identity or expression, race, ethnicity, religion, sexual/affectional orientation, ability, physical appearance, socioeconomic status, political affiliation, family background, or culture. Harassment is defined as a course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

- a. Any form of harassment which causes emotional distress or disrupts the work environment. (Major)

7. Language

Any language used within the office or at any ASOSU event or activity should be appropriate as well as non offensive in any way. Any statement utilizing stereotypical, degrading, slanderous, disrespectful or otherwise harmful language will not be tolerated. Any statement that may be perceived as intolerable towards an individual's sex, age, national origin, marital status, military status, veteran status, perceived gender identity or expression, race, ethnicity, religion, sexual orientation, ability, physical appearance, socioeconomic status, political affiliation, family background, or culture is inappropriate and should not be used at any time. This also refers to anything offensive, as in the above terms, whether it is worn, said or communicated in any way.

- a. Any inappropriate or vulgar language used within the workplace or at an ASOSU event or activity. (Minor)
- b. Any degrading comment made to another employee or fellow student. (Intermediate/Major)
- c. Any statement which is intolerant to any of the above mentioned terms or is fueled by stereotypical or racial undertones. (Major)

8. Meetings

When a meeting time is set, it is important to show up as well as be on time in order to receive useful information. It is inappropriate to be late or unexcused unless previous arrangements were made with the direct supervisor or person chairing the meeting.

- a. Arriving more than five minutes late to a meeting. (Minor/Intermediate)
- b. Off task or being distracting during a meeting. (Minor)
- c. Being unprepared for a meeting. (Minor)
- d. An unexcused absence from a scheduled meeting. (Intermediate)

9. Office Hours

While working with the ASOSU it is expected that weekly office hours be posted and fulfilled. If for any reason you cannot fulfill an office hour, or will be late to one, you should call in and have someone alter your schedule to show the change. While working in the office your time should be focused upon tasks related to your job, with minimal time spent socializing or conducting personal business (though exceptions are of course permitted). Employees who are not utilizing paid work hours to complete work related to their positions may face reprimand. Other infractions include:

- a. Office hours not posted on your door one business day ahead of the upcoming week. (Minor)
- b. Not updating changes in your hours daily or as needed. (Minor)

- c. Utilizing office hours in an improper way. (Minor)
- d. Failing to fulfill your posted office hours. (Minor)
- e. Neglecting to fulfill the required number of hours per week as contracted. (Minor)

Staff who are on-site in the office and in other ASOSU work areas on and off campus, whether “on the clock” or in the office on personal time, will be expected to adhere to all ASOSU policies. As representatives of ASOSU, OSU, OUS and the State of Oregon, we are accountable at all times for our actions and are suspect to scrutiny in the public trust.

10. Performance

During employment or as an officer with the ASOSU it is expected that all employees and officers fulfill the requirements as laid out by the ASOSU Constitution and Statutes.

- a. Not fulfilling a portion of the requirements. (Minor)
- b. Poor quality of work related with their position. (Minor)
- c. Not fulfilling full requirements. (Intermediate/Major)

11. Political Endorsement/Campaigning

While at the ASOSU office or ASOSU sponsored event it is expected that employees will refrain from expressing or in other means endorsing a political campaign or party. In order to appropriately represent the student body, associates need to be sensitive to others political views and abstain from expressing their own. With this policy, non-partisan environment is created and students will feel comfortable that they will not be judged based on their political affiliations.

- a. Expressing or openly supporting a political affiliation in the ASOSU offices or at a sponsored event or activity. (Minor/Intermediate)
- b. Campaigning openly for a political campaign while in the ASOSU offices or at a sponsored event or activity. (Intermediate)

For additional up-to-date details regarding supporting candidates and/or legislation while an employee of the state, please consult the website for the Secretary of State for the State of Oregon (<http://www.sos.state.or.us/>)

12. Retreats and Travel

During employment or holding office with the ASOSU it may be necessary to attend a retreat or travel somewhere for the ASOSU. It is expected that employees and officers act in a responsible manner and adhere to all University policies. Staff and officers who are on-site in the office and in other ASOSU work areas on and off campus, whether “on the clock” or in the office on personal time, will be expected to adhere to all ASOSU policies. As representatives of ASOSU, OSU, OUS and the State of Oregon, we are accountable at all times for our actions and are suspect to scrutiny in the public trust.

Further, ASOSU employees and officers and interns are expected to adhere to the "Use and Safety Rules for Travel in State-Owned or Controlled Vehicles."

- a. Unexcused absence from a retreat or travel event. (Intermediate)
- b. Off task or significantly distracting during a retreat or travel event. (Minor)
- c. Violating a travel contract or deviating from a travel plan without appropriate reasoning. (Minor)
- d. Unauthorized or inappropriate use of a University owned vehicle. (Minor/Intermediate/Major)
- e. Endangering or hazardous activity while traveling, at a retreat or operating a University owned or privately owned vehicle during an ASOSU sponsored activity. (Minor/Intermediate/Major)
- f. Breaking or violating an Oregon Traffic Law while operating a University owned or privately owned vehicle during an ASOSU sponsored activity. (Minor/Intermediate/Major)
- g. Underage drinking or **any** use of illegal drugs or any other illegal activity will not be permitted. (Intermediate/Major)

13. Tasks and Duties

While employed or holding an office with the ASOSU there will be many instances in which a supervisor, fellow employee, officer, student or faculty member will ask for a reasonable task or duty to be completed. It is expected that the employee complete this task unless the request is unreasonable or some extenuating circumstances come up. In the case of extenuating circumstances or setbacks, the employee should contact the person who assigned the task and set up an alternative solution for completion of the task or duty.

- a. Late to complete a required task. (Minor)
- b. Poor quality of work on a required task. (Minor)
- c. Failure to complete a required task. (Intermediate)

14. Time Clock/Timesheets

All Employees of the ASOSU, from all branches, are expected to turn in their timesheets once a month at a date decided by the Executive Director of Finance. Ample notice will be given of the due date by the Executive Director of Finance. The time card will be due at 5 PM on the date requested and any late or absent time cards will result in reprimand possibly leading to termination of employment, and may result in delay of payment for that pay period.

The payment can be received during the next pay period contingent that both the past and current time card are submitted on time.

- a. Time Card not properly filled out, signed or submitted on time. (Minor)

15. Violence

The ASOSU has a zero tolerance policy toward violence in the workplace. Any form of threatening or violent action towards another employee, supervisor, student or faculty member will be investigated. Any form of violence other than self-defense to avoid harm from another employee, supervisor, student or faculty member is grounds for immediate termination of the employee.

- a. Threatening remarks or actions toward another employee supervisor, student or faculty member. (Major)
- b. Violent actions towards another employee, supervisor, student or faculty member. (Major)

Reporting an Offense

The ASOSU is committed to providing a safe and protected work environment for its employees and the students of Oregon State University. Should an incident occur in which it is felt that one of the above policies was violated, whether it was experienced firsthand or you witnessed the event, you are obligated to report the incident.

Resources

When reporting an incident, the first resource is your immediate supervisor or the head of the respective body. If an incident occurs with your immediate supervisor then you should report directly to the Oversight and Ethics Committee Chair. Should an incident occur with either the Speaker of the House, Judicial Council Chair, President or Vice President, the incident can be discussed with the ASOSU Student Advocate, the Dean of Student Life, the University Office for Student Conduct or the Office of Affirmative Action and Equal Opportunity.

ASOSU Student Advocate
149 Snell Hall
541-737-8237

Dean of Student Life
200 Kerr Administration Building
541-737-8748

Office of Student Conduct
327 Snell Hall
541-737-3656

Office of Affirmative Action and Equal Opportunity
526 Kerr Administration Building
541-737-3556

Kevin Schock, President of the Senate

Signature: _____ Date: _____

Paul Aljets, Speaker of the House

Signature: _____ Date: _____

Christopher Van Drimmelen , ASOSU President

Signature: _____ Date: _____