

University Advancement

EXTERNAL PARTNER CODE OF CONDUCT

EFFECTIVE 11.24

INTRODUCTION

University Advancement (UA) is honored to partner with a wide range of external stakeholders in advancing Gonzaga's mission. Guided by the goal to preserve, protect and foster positive and effective working relationships between Advancement staff and the external stakeholder community, UA and its external partners adhere to the following principles and guidelines in a shared commitment to each other. The division has an equally strong commitment, and equally high standards, for Advancement employees' engagement with each other and with other GU faculty, staff and students.

SCOPE

This code of conduct applies to all engagements with external stakeholders who partner with UA team members or engage with students, including (but not limited to) volunteers, alumni, donors, vendors, event attendees and members of the general public.

UNIVERSITY ADVANCEMENT'S COMMITMENT TO STAFF AND STUDENTS

As part of Gonzaga University, UA is fully committed to ensuring every member of its staff and students who engage in advancement efforts work within an environment that is welcoming, safe and respectful. This commitment is honored by promoting and upholding a firm stance against harassment, retaliation and other forms of discrimination. University Advancement prohibits discrimination and harassment against Advancement staff or students based on race, color, ethnicity, religion, national origin, ancestry, disability, medical condition, marital status, age, sex, gender identity, sexual orientation, veteran status, socioeconomic status, or any other characteristic protected by law¹.

Where actions are found to have occurred that violate this standard, appropriate action will be taken to cease the offending conduct and prevent its recurrence. This may include actions that require intervention with or ending a relationship with an external stakeholder. Anyone reporting a violation of laws, rules or policies may request that the University not disclose their identity to anyone else. However, the University cannot guarantee that their identity will never be disclosed. The University strives to preserve the privacy of information shared leading up to and during an investigation, where maintaining such privacy does not conflict with its legal obligation to conduct a prompt and thorough investigation. Individuals reporting violations in good faith will be protected from retaliation².

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(continued)

ADVANCEMENT PARTNER CODE OF CONDUCT

To preserve, protect and foster positive and effective working relationships with Advancement staff and students, external stakeholders agree to:

- Strive to maintain an atmosphere of mutual respect and trust in all communications and dialogue with faculty, staff and students.
- Be mindful that Advancement partner positions often carry certain privileges, influence and authority that must be exercised equitably, wisely, respectfully and with restraint. Accordingly, when interacting with UA staff or students, external partners should not misuse or abuse their authority or position by placing unreasonable or inappropriate demands or expectations upon staff members or students.
- Not discriminate against or harass staff or students based on a staff member's race, color, ethnicity, religion, national origin, ancestry, disability, medical condition, marital status, age, sex, gender identity, sexual orientation, veteran status, socioeconomic status, or any other characteristic protected by law.
- Comply with applicable University policies, laws and regulations.
- Report suspected violations of applicable standards, policies, laws or regulations to the Advancement representative or Associate Vice President & Chief Operating Officer of Advancement. Raising such concerns is a service to the University and does not jeopardize the UA employee's position or the stakeholder's relationship with the University.

ADDITIONAL RESOURCES

Companions to this document include:

1. [Gonzaga University Policies and Procedures Manual](#)
2. [Gonzaga University Harassment and Non-Discrimination Policy](#)
3. [Title IX – Sexual Harassment Policy](#)
4. [Certain Relationships by Persons in Authority Policy](#)
5. [Confidential Information Policy](#)
6. [Protection of Minors Policy](#)
7. [Whistleblower Policy](#)
8. [Workplace Violence Prevention Policy](#)

¹ [Harassment and Non-Discrimination Policy](#)

² [Retaliation: Harassment and Non-Discrimination Policy](#)

³ [Title IX Policy; Harassment Policy](#)