







## Notice Regarding the Murray State University Statement of Ethical Principles and Code of Conduct

The Board of Regents has adopted a Statement of Ethical Principles and Code of Conduct (“Statement”) which contains ethical principles and standards of conduct applicable to all employees – the President, faculty, staff, and student workers – as they perform their work for MSU. It is also intended to provide guidance for volunteers.

The Statement addresses various topics including discrimination, responsible use of University resources, business dealings with MSU including provisions that employees may not have interests in some University contracts, and conflicts of interest due to personal relationships. It also addresses reporting violations of the Statement, law, and other University policy and for imposing penalties for such violations.

Please read the entire Statement carefully. It may be found on the website of Human Resources at <http://www.murraystate.edu/hr/currentemployees.aspx> under the heading “Resources” and may be accessed from your work computer. Employees/volunteers who do not have immediate access to a work computer must ask their supervisor or Human Resources staff for a copy of the Statement. You may also ask your supervisor or Human Resources staff if you have questions after reviewing this Notice or the Statement.

It is mandatory that all employees/volunteers complete section 1 of the Acknowledgement. In addition, employees/volunteers who do not have immediate access to a work computer must also complete section 2 of the Acknowledgement after receiving a copy of the Statement. After completing the Acknowledgement, please return it to your supervisor.

Keep a copy of this notice for your use. Ask your supervisor if you need assistance in making a copy.

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### Acknowledgement

1. I acknowledge that I have received a copy of “Notice Regarding the Murray State University Statement of Ethical Principles and Code of Conduct.”

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
M Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

2. I do not have immediate access to a work computer and acknowledge I have requested and received a copy of the Statement of Ethical Principles and Code of Conduct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please send original with signatures to Human Resources

I understand that:

- 1) Murray State University has a **commitment to investigate** and determine all claims or allegations of discrimination in the operations and administration of its programs, services, and employment practices in an effort to have a discrimination/harassment free work environment;
- 2) Murray State University **expressly condemns acts of sexual violence and misconduct, relationship violence, and stalking** against its students, faculty, and staff. These condemned acts include sexual assault including rape, fondling, incest, and statutory rape; domestic violence; dating violence; stalking; and sexually exploitative behavior.
- 3) I have a **responsibility not to engage in behaviors** that constitute sexual, racial, and/or any other areas of harassment including retaliation;
- 4) If I feel I am experiencing illegal harassment, I **have the obligation to contact** the Office of Institutional Diversity, Equity and Access (270) 809-3155 to report the behavior;
- 5) I have the **responsibility to report harassing behavior or conduct** including but not limited to sexual violence, sexual misconduct, sexual harassment, relationship violence, stalking and other areas of harassment and/or discrimination to the Office of Institutional Diversity, Equity and Access;
- 6) Further, I acknowledge that I **understand the University's policy against retaliation**; I am aware that Murray State University's Non-Discrimination Statement is articulated as follows:

**Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities.**

**In particular and without limiting the preceding and pursuant to and consistent with the requirements of Title VI of the Civil Rights Act of 1964 and its regulations 34 CFR 100 et seq.; Section 504 of the Rehabilitation Act of 1973 and its regulations 34 CFR 104; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq., and its regulations 34 CFR 106 et seq; and the Age Discrimination Act of 1975 and its regulations 34 CFR 110, Murray State University does not discriminate on the basis of race, color, national origin, sex, handicap, or age in its educational programs and activities. This non-discrimination in education programs and activities extends to employment and admissions and to recruitment, financial aid, academic programs, student services, athletics, and housing. Murray State is required by Title IX and 34 CFR part 106 not to discriminate on the basis of sex and the prohibition against sex discrimination specifically includes a prohibition of sexual harassment and sexual violence. Examples of prohibited sexual harassment and sexual violence can be found in the "Policy Prohibiting Sexual Harassment" which can be accessed via the link referenced in Appendix I.**

**For more information, contact the Executive Director of Institutional Diversity, Equity and Access, 103 Wells Hall, (270) 809-3155 (voice), (270) 809-3361 (TDD).**

- 7) I am aware that **when reporting issues of discrimination**, sexual harassment, sexual violence, sexual misconduct, relationship violence or stalking, I can report to **any of the following offices**: Office of Institutional Diversity, Equity and Access (270-809-3155, 103 Wells Hall), Office of University Police and Emergency Management (270-809-2222, Corner of Chestnut & 16<sup>th</sup> Streets) or the Title IX Coordinator, Ms. Camisha Pierce Duffy (270-809-3155, 103 Wells Hall).
- 8) I have a responsibility to **report criminal activity** that I become aware of (either by direct or indirect knowledge) to the Office of University Police and Emergency Management (on campus) or the local Police (for extended campus).
- 9) I am aware that **Murray State University's Grievance Procedures to address allegations of discrimination**, Sexual Harassment, Sexual Violence and Misconduct and Non-Discrimination Policies can be obtained in print from the Office of Institutional Diversity, Equity and Access or **can be found online** at: [www.murraystate.edu/grievances](http://www.murraystate.edu/grievances).
- 10) I am aware of Murray State University's **commitment to investigate** and determine all claims or allegations of discrimination in the operations and administration of its programs, services, and employment practices was addressed as an effort to have a discrimination/harassment-free academic/work environment.
- 11) I have the **option to use campus resources**, my option to **connect with the on campus or local police** agencies, counseling services, health services as well as the grievance procedures and disciplinary process to address acts of discrimination.
- 12) I am aware that **a copy of the VAWA Brochure** which includes an image of the Campus Resources sheet to assist in providing resources for allegations or instances of sexual harassment, sexual violence and misconduct, and stalking can be found online at: [www.murraystate.edu/idea](http://www.murraystate.edu/idea)

- 13) If I feel I **need a reasonable accommodation** that I have the obligation of communicating with the Office of IDEA to make a request or if I supervise someone who makes a request to me, I have the obligation of making the referral to IDEA: (270) 8093155, 103 Wells Hall). Further I have an obligation to refer students requesting a reasonable accommodation to Student Disability Services. Forms available (for employees) at: [www.murraystate.edu/idea](http://www.murraystate.edu/idea) (students) at: [www.murraystate.edu/sds](http://www.murraystate.edu/sds)
- 14) I must annually **participate and successfully complete Title IX Training** located on Canvas on or before the deadline date.
- 15) **Sexual harassment is a form of** sex discrimination prohibited by Title IX and Title IV. Sexual harassment is unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence. Sexual harassment is more broadly defined as “*any unwelcome* conduct of a sexual nature.”
- 16) **Sexual violence refers to** physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (due to age, use of drugs or alcohol, or because of an intellectual or other disability). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. School employees, other students, or third parties can carry out the violence;
- 17) **Stalking refers to** engaging in an intentional course of conduct (behavior) that is directed at a specific person(s) which seriously alarms, annoys, intimidates or harasses the person(s) and serves no legitimate purpose. Examples include: non-consensual communications (in person, text, phone, social media, email), surveillance, or showing up at the targeted person’s classroom or workplace.
- 18) **Sexually Exploitative Behavior refers to** a person taking non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited. Examples include: video/audio-taping or photographing of sexual activity, or posting or distribution of materials involving the sexual activity of another person via the internet or other media, exposing one’s genitals, inducing incapacitation for the purpose of engaging in sexual conduct, or observing without consent a person who is naked, in the process of undressing, or engaging in sexual acts
- 19) For the **conduct** to be considered harassment or discrimination, the behavior **must be based on some protected trait/class** as outlined in the University’s Non-Discrimination Statement such as race, color, nation origin, age, religion, disability, etc.
- 20) The **University’s responsibilities surrounding Title IX** are as follows:

*The Title IX regulation, 34 C.F.R. § 106.8(a), requires that a university **designate** at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX. All students and employees must **be notified of the name (or title), office address, email address, and telephone number of the designated Title IX Coordinator(s).** At a minimum, under Title IX and Title IV, the university must ensure that students, faculty and staff know how they can report any issues of illegal harassment, pregnancy and parenting discrimination, sexual assault, sexual misconduct, stalking, sexual exploitation or sexual violence. **Students can report to the Title IX Coordinator. For more information, contact the Title IX Coordinator, Camisha Pierce Duffy, Executive Director of the Office of Institutional Diversity, Equity and Access (IDEA), 103 Wells Hall, Murray, KY 42071, (270) 809-3155 [Voice], (270) 809-3361 [TDD]. Criminal activity that a faculty, staff or student becomes aware of or a direct witness to should **be reported** to the University Police (on campus) or the local Police (for extended campuses or locations).***

Name Printed	Unit / College / School / Department	Position Title
Signature	Date	Status with University (Faculty/Staff) M Number

**Please send original with signatures to Human Resources**  
Distribution: HR Department/Unit