

## CODE OF CONDUCT TRAINING

As an employee of the Minnesota State Colleges and Universities, you are responsible for knowing and following the Employee code of Conduct. The Employee Code of Conduct establishes expectations for all employees and draws together commonly used employment-related policies and procedures, including ethics, nondiscrimination, fraud and other dishonest conduct, and more.

To help you learn about the Employee Code of Conduct, two e-learning modules have been developed to:

- Raise awareness about the code
- Highlight the need for good stewardship of the system's resources
- Reduce the risk of ethical violations within our colleges and universities
- Increase accountability

The online program consists of two parts: *Code of Conduct: Employee Ethics* and *Code of Conduct: Standard Policies*. Each part should take 15 – 25 minutes to complete. All Southwest Minnesota State administrators, faculty and staff should complete both courses.

The courses are offered through D2L Brightspace and have been added to your course offerings. You can log in by going to <https://southwestmsu.ims.mnscu.edu/> and inputting your StarID and password.

You can access the full Employee Code of Conduct procedure, along with a list of frequently asked questions, at <http://www.mnscu.edu/board/procedure/1c0p1.html>

Further instructions on how to sign into D2L Brightspace can be found at <http://www.smsu.edu/resources/webspaces/administration/humanresources/D2L%20instructions%20for%20HR%20fall%202015.pdf>