

Duke University and the Duke University Health System are vibrant, complex communities of individuals pursuing a wide range of scholarly, educational, and clinical activities. We find strength in the diversity of



our pursuits, and one of our signature strengths is that Duke encourages and supports connections across a wide range of individuals and activities. Our vision and values statements are the fundamental building blocks for our success as a world-renowned university and a leading national academic health center committed to advancing health together. As a research university and academic medical center, we follow a wide range of laws and regulations. Given the differing governance structures for our faculty, staff and students, it is important to have shared principles of conduct that underscore our values, and that emphasize and explain the concepts that apply across individuals with Duke affiliation everywhere.

The statements herein aim to concisely express the purpose, direction, drivers and character of our institution that are reflected by many of our documents, including the <u>Duke Values</u>, <u>institutional policies</u>, the <u>Duke Faculty</u>. Handbook, the Standards of Conduct & Performance/Corrective Action Policy, <u>Duke Health Integrity in Action</u>, and the <u>Duke Community Standard</u>. Some aspects of our day-to-day activities are also guided by professional codes of conduct and professionalism statements, which are consistent with Duke's values and expectations. Values in Action is intended to curate information in an accessible manner, and further complements and strengthens any local values statements adopted by units that may be reflective of their individual work cultures and missions.

Duke's Values in Action is intended to strengthen our community by ensuring that we are good citizens to each other, to those we serve, to the Durham community, and to individuals in all of the wider groups with which we interact on behalf of Duke. This is a statement of our responsibilities that ensures we perform to the best of our abilities, act with integrity, and comply with applicable laws, rules, regulations, professional and accreditation standards and Duke policies and procedures.

Duke's Values in Action presents the principles that guide our work, research, study and volunteer activities on behalf of Duke. Our ability to provide the very best of education, healthcare, research and community engagement depends upon the commitment of each one of us toward these shared ideals for a supportive workplace environment, positive interactions with others, and stewardship of our resources.



Academic, Healthcare and Workplace Environment



Duke aspires to create a community built on innovation, creativity, collaboration, and belonging, and free from harassment, discrimination and unwelcome conduct. Our collective success and the achievement of excellence depends on our commitment to infuse diversity and equity into every aspect of our teaching, research, learning, patient care and community engagement.

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Policies and Principles

HR Policies

Office for Institutional Equity Policies, Procedures and Statements

Faculty Handbook: Appendix W, Prohibited Discrimination, Harassment and Related Misconduct

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Find Out More

Anti-racism

Duke Health DEI and Anti-Racism

Student Affairs: Hate & Bias Response

Student Affairs: Identity and Cultural Centers

Ask a question or share a concern

Professionalism and Duty of Care

We improve our knowledge, work and community by conscientiously applying our time and talents, and demonstrate and practice genuine concern and respect for others. We encourage questions, dialogue, and challenges, holding individuals and organizations accountable for their actions and decisions.



Policies and Principles

Faculty Handbook: Professional Affairs of the Faculty

HR Policies: Workplace Expectations and Guidelines

Faculty Handbook: Faculty Responsibilities with Respect to Students

HR Policies: Standards of Conduct

Duke Health Integrity in Action: Our Responsibilities Toward Others

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Find Out More

School of Medicine Statement on Faculty Professionalism

Ask a question or share a concern

Physical Facilities and Workplace Environment

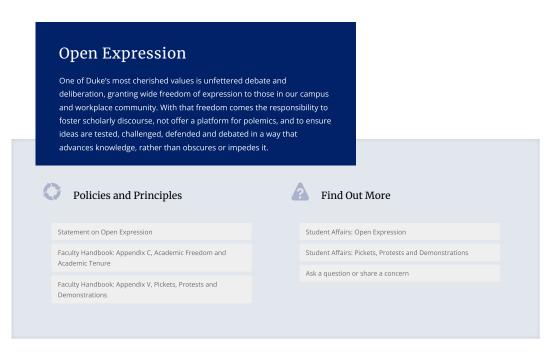
Duke believes in providing everyone with the facilities and surrounding environment that enable our academic, research, healthcare, administration and community engagement activities. We ensure classrooms, offices, laboratories, residence halls, patient care areas, and common spaces are physically safe, welcoming to all, appropriately accessible.



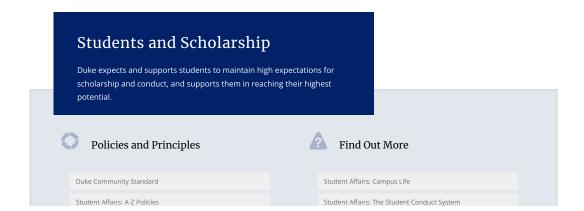
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Duke Disability Management System Duke Health Policy Center Facilities Management: Request a Service Student Affairs: Housing and Residence Life Policies Ask a question or share a concern	Duke Health Policy Center Facilities Management: Request a Service Student Affairs: Housing and Residence Life Policies Ask a question or share a concern	Duke Health Policy Center Facilities Management: Request a Service Student Affairs: Housing and Residence Life Policies Ask a question or share a concern	Duke Human Resources: Workplace Health & Safety Policies	Occupational and Environmental Safety
Facilities Management: Request a Service Student Affairs: Housing and Residence Life Policies Ask a question or share a concern	Facilities Management: Request a Service Student Affairs: Housing and Residence Life Policies Ask a question or share a concern Safety Policy	Facilities Management: Request a Service Student Affairs: Housing and Residence Life Policies Ask a question or share a concern Safety Policy	Duke Health Policy Center	Duke Disability Management System
Ask a question or share a concern	Ask a question or share a concern Safety Policy	Ask a question or share a concern Safety Policy	·	Facilities Management: Request a Service
				Ask a question or share a concern

Interacting and Doing Business with Others







Student Affairs: Housing and Residence Life Policies

Student Affairs: Sexual Misconduct Prevention and Response

Academic Integrity Council

Ask a question or share a concern

Human Resources and Employee Engagement

Duke is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

Policies and Principles

HR Policies

Affirmative Action Policy

Faculty Handbook: Faculty Appointment, Promotion and

Consensual Relationships Policy

Faculty Handbook: Appendix Z, Consensual Relationships

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Find Out More

Affirmative Action Programs

Dispute Resolution Process

University Pay and Performance

Health System Pay and Performance

Ask a question or share a concern

Patient Care

We strive to serve our patients in a way that achieves excellence, is free from bias, discrimination and mistreatment, and that maintains the highest ethical standards. We address instances of harassment and discrimination between our patients and their healthcare providers.



Policies and Principles

Duke Health Integrity In Action

Patient Bill of Rights

Disruptive Patient Policy



Find Out More

Notice of Nondiscrimination

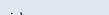
Quality and Safety Programs

Advancing Health Together

Ask a question or share a concern

Scientific Integrity, Sponsor Relations, and Performing Research

At Duke, we conduct sponsored research and other funded program work as a trusted steward of the resources, in accordance with agreements, and in a way that can be replicated and/or reproduced. Responsible conduct of research principles, promote ongoing discussion and examination of research procedures, collaborator relationships and ethical considerations in the research culture. Duke believes in and supports scientific excellence and a culture of rigor, reproducibility, and continuous improvement in our practices.





Policies and Principles	Find Out More
Faculty Handbook: Organizational Structure for Sponsored	myResearch Path
Projects and Research Related Policies	Research and Innovation
Faculty Handbook: Appendix P, Policies Related to Research	Scientific Integrity
Policy and Procedures Governing Misconduct in Research	Research Initiatives – Programs and Services
	Ask a question or share a concern

Donor Engagement and Fundraising

Every gift to Duke – large or small – plays a role in pushing us forward. Philanthropy enables research, financial aid, recruitment and funding for new ideas and programs. Every relationship with a donor or potential donor must be built upon fairness, trust and transparency.

Policies and Principles

Gift Acceptance and Disposition Policy

Namings Policy



Find Out More

Giving to Duke

Giving to Duke Health

Endowment Administration

Endowment Expendable Funds

Deposits to the University

Ask a question or share a concern

Business Practices

We are all stewards of Duke's resources and reputation and we strive to conduct all business discussions, activities and decisions fairly and with appropriate transparency. Seek advice when expectations are not clear or when we question what is "right" or "allowed."



Policies and Principles

Antitrust Policy and Guidelines

Financial Policies and Procedures

Dual Interest and Outside Activity Policy for Faculty and Staff



Find Out More

Vendor Information

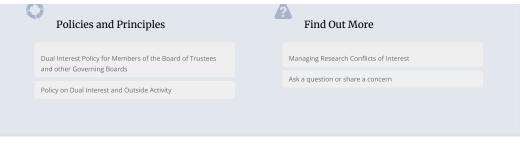
Subrecipients, Subaward, Vendors and Consultants

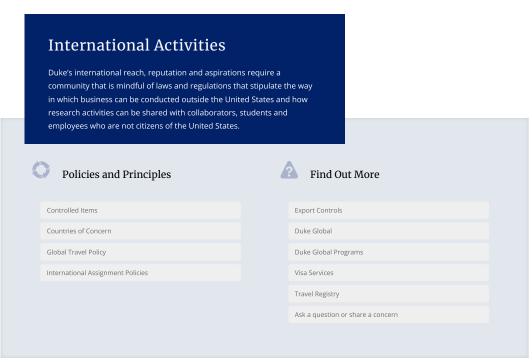
Procurement Purchasing Programs

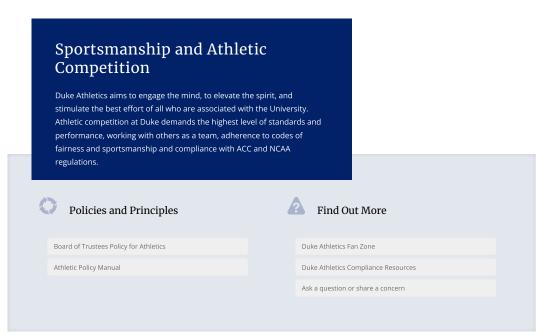
Ask a question or share a concern

Dual Interest and Outside Activities

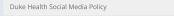
Outside activities are a valuable means for professional and civic engagement with the community. Avoid or manage real or perceived conflicts of interest in all aspects of business, patient care, research, time commitment, and governance. Avoid activities, pursuits or financial interests that are not compatible, in reality or perception, with our responsibilities. Do not use our positions of influence or authority to secure personal advantage or gain.











Social Media Guidelines for Communicators

Ask a question or share a concern

Political Activity and Engagement with Government Officials

As a non-profit, tax-exempt entity, Duke must abide by federal and state laws prohibiting the use of its facilities, funds, services, personnel or other resources to benefit political organizations, or to support or oppose individuals or organizations campaigning for public office.



Policies and Principles

Campus Political Activity and Engagement with Government

Earmark Policy

Officials



Find Out More

Office of Government Relations

Lobbying Disclosure Act Compliance

Visits to Campus by Elected and Appointed Officials or Candidates for Office

Ask a question or share a concern

Visitor Interactions

Duke welcomes visitors to our campus, workplace and facilities to participate in healthcare, scholarly activities, events, research, volunteerism, and to visit our gardens, museums and historic architecture. Duke is a place to study, tour, marvel, celebrate, heal, and give back.



Policies and Principles

Minors in Duke University Programs Policy

Volunteer and Unpaid Intern Policy



Find Out More

Zero Tolerance for Aggressive Behavior

Duke Health Visitor Restrictions in Place

Guidelines for Campus Visitors

Guidance on Visiting Research Scholars

Ask a question or share a concern

Community Citizenship and Engagement

Duke faculty, staff, students and clinicians are an important part of the communities beyond our campus. Duke encourages purposeful partnerships and affiliations with our neighbors in the region through service and volunteerism, charitable activities and financial contributions. Duke also encourages meaningful engagement with our alumni, parents and friends through education, connections and communications.



Policies and Principles

Leave for Parent Involvement in Schools Policy

Voting Policy



Find Out More

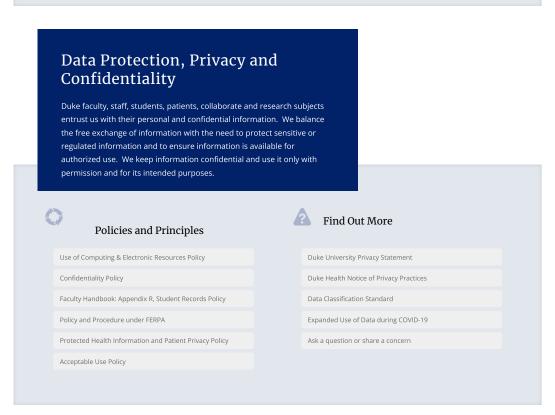
Durham & Community Affairs

Community Engagement Report

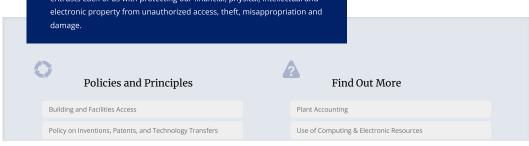
Duke Alumni

Protecting Information and Assets

Financial Stewardship Duke's relationships with our donors, students, sponsors and community partners assume that we will be responsible stewards of our financial resources. This requires individuals to engage in careful planning, use and conservation of financial resources. Policies and Principles Policies and Principles Find Out More Budget Management Retention Period of Accounting Documents Ask a question or share a concern



Safeguarding Assets Duke facilities, equipment, data and financial resources help us deliver on our mission, achieve our goals and support our daily activities. Duke entrusts each of us with protecting our financial, physical, intellectual and electronic property from unauthorized access, theft, misappropriation and damage.



Duke Logos and Trademarks	Duke Brand
	Duke Health Brand Center
	Risk Management and Insurance
	Ask a question or share a concern

Environmental Stewards	ship
Duke is committed to educating and empowering o create a more sustainable future through social, eco environmental change. We endeavor to be response energy and transportation resources in support of o holistic sustainability for the campus.	conomic and sible stewards of
Policies and Principles	Find Out More
Climate Action Plan	Sustainability
	Green Purchasing Program
	Environmental Compliance
	Ask a question or share a concern

Ask Questions and Share Concerns

Illegal, immoral or fraudulent actions are never in keeping with our Values, and are always causes for concern. You can be part of the solution by asking questions when something does not seem right, or by reporting when you witness or are asked to participate in actions that are not consistent with our values or policies. Whether you use anonymous, confidential or other reporting channels, we want you to **please tell someone** if there is a problem. If you are comfortable doing so, ask your supervisor, department head, academic dean, residence advisor or ombudsman for advice. If you prefer, the Speak Up line is available to you as an <u>online form</u> or by calling **800.826.8109** to discuss your question or report your concern. The toll-free number and the online form are confidential, and anonymous if you choose. This service is available 24 hours per day, 365 days per year. A third party professionally staffs and administers the toll-free line and refers the information to the appropriate office for follow-up and action. Other Duke resources that provide confidential consultation include CAPS, PAS, Women's Center, Center for Sexual and Gender Diversity, the <u>student ombuds</u> and <u>faculty ombuds</u> programs, <u>campus clergy</u> and <u>Duke Health clergy</u>.

Staff, faculty, students, patients, trainees, volunteers and visiting scholars may also directly contact Duke's Office of Audit, Risk and Compliance, the Office for Institutional Equity, Duke Human Resources or Duke University. Health System Compliance Office. These resources are available during normal business hours for confidential advice and consultation.

If you are concerned about a Duke student's behavior or health, resources and assistance are available through the DukeReach program. Similarly, Duke's Personal Assistance Service is available to eligible faculty, staff and their family members. Its staff of licensed professionals offer assessment, short-term counseling and referrals at no charge to help resolve a range of personal, work and family problems.

Finally, illegal actions are never in keeping with our values, and are always cause for concern. If you observe or otherwise learn of any criminal offense or suspected criminal activity, please immediately report this directly to the Duke University Police Department (DUPD). The DUPD can be reached via its website or by calling 911 for emergencies on campus, submitting information using the LiveSafe mobile application, or by calling 919-684-2444 for any non-emergency issues or concerns.

It takes courage to come forward. Retaliation for reporting concerns in good faith is **strictly prohibited**. Retaliation may be in the form of threatening careers, discouraging others from reporting prohibited conduct or action or instructing others not to participate in an investigation.

Duke commits to conducting a fair and expeditious inquiry and to use any information to correct errors, make improvements, and ensure accountability. Should illegal activity be suspected or confirmed, Duke has a duty to report those facts to the appropriate authorities.

Accountability

Duke's policies and procedures reflect our values and our expectations for the many and varied activities at Duke. This document serves as a statement of responsibilities for all members of the Duke community to honor our institutional values, comply with our policies, and abide by legal and compliance requirements. Our Duke community is Duke University, Duke University Health System (DUHS), and all subsidiary and affiliate entities, and its members are trustees, governing and advisory board members, officers and senior administrators, faculty, staff, students, student employees, student leaders, trainees and authorized alumni and volunteers acting on behalf of Duke.

Duke's Values in Action provides the framework to ensure that our high standards of behavior are demonstrated consistently across our organization and that we live out our common mission, vision, and values on a daily basis, and that we perform our responsibilities to the best of our abilities and in compliance with applicable laws, regulations, professionalism and accreditation standards, and Duke policies and procedures. We do this with the understanding that our Duke community – colleagues, students, collaborators, neighbors, patients and sponsors – depend upon the integrity of our actions.

Behaviors or actions that not are not consistent with our policies, institutional statements, and standards or with laws and regulations are expected to result in a range of consequences, sanctions or disciplinary action, which may include termination proceedings. The consequences will be determined based upon the facts and circumstances along with the severity of the actions determined not to be consistent with these conduct expectations.

Additional Resources

Community Conduct Statements

Do you have questions? Contact us at oarc@duke.edu.

Do you have concerns to share? Please use our speak-up resources.

Values in Action Marketing and Graphic Materials



