

## **CODE OF CONDUCT**

**Policy Number: 100GS**

**Effective Date: 06/20/17**

**Revised Dates: 11/09/2020**

### **Scope**

This Policy on Code of Conduct faculty, staff, predoctoral researchers, summer scholars and applicants ("Covered Individuals") of The Graduate School of the Stowers Institute for Medical Research ("The School").

### **Purpose**

The SGC is committed to conducting its activities in full compliance with applicable laws and in accordance with the highest standards of ethics. The purpose of this policy is set forth the SGC's general expectations of Covered Individuals in this regard and to cross reference additional SGC policies, guidelines and procedures relating to standards of conduct for particular circumstances or activities.

The School is included in the Stowers Group of Companies ("SGC") Organizations and has adopted the following policy as its own. The purpose of this policy is to set forth the School's high professional standards of conduct.

### **Policy**

Covered Individuals at all times are expected to demonstrate the highest standards of behavior, in both their personal and professional activities, by fully complying with all applicable laws, rules and regulations, and by conducting themselves ethically, honestly and with integrity. This includes, for example: being vigilant in protecting and enhancing the reputation of the SGC; maintaining the confidentiality of non-public information gained by reason of the Covered Individual's employment or other association with an SGC Organization; dealing fairly and honestly with other Covered Individuals and anyone else with whom the Covered Individual has contact in connection with SGC activities; maintaining an environment free of any form of discrimination, harassment and retaliation; basing decisions and actions on the best interests of the SGC; refraining from using the SGC's resources for personal purposes or gain beyond on any permitted, limited personal use; and seeking to avoid a conflict or even the appearance of a conflict between the private interests of the Covered Individual and the interests of the SGC. Failure to do so may be grounds for disciplinary action, up to and including termination of employment or other association with the SGC.

The SGC has other policies relating to standards of conduct for particular circumstances or activities that expand upon this policy by providing additional or more specific guidance. These additional policies include, without limitation: Sexual Harassment and Other Forms of Harassment (101); Issue Resolution (102); Drugs and Alcohol in the Workplace (103); Solicitation (108); Separation Process (113); Use of Computers and Phones (129); Children on the Premises

(130); Workplace Violence and Weapons (133); Personal Relationships in the Workplace (135); Whistleblower and Other Reporting of Misconduct (136); Intellectual and Other Property, Confidential Information and Nonsolicitation Policy (201); Fraud (203); Insider Trading (208); Social Media (402); Travel and Business Expenses Paid with SGC or SGC-Administered Funds (700); and Use of the Family Lounge (803).

This policy was approved by the GSSIMR Board of Directors on September 5, 2018.

This policy was last updated by the GSSIMR Board of Directors on November 09, 2020.

This policy will be reviewed by the GSSIMR Board of Directors in 2022.