

CAMPUS POLICIES

Professional Dress

Staff members are expected to dress appropriately and to maintain a neat, clean, and professional appearance, consistent with their job responsibilities and with the functions of the office in which they work.

Smoking Policy (effective 7/1/2019)

Scope

Haverford College's policy on smoking is intended to promote a healthy, safe environment in which to live and work for all community members and visitors. This policy covers all forms of smoking including electronic smoking devices and hookahs.

The College addresses in more detail the use of marijuana and other controlled substances in the Haverford College Policy on Drug-Free Schools.

Policy

In accordance with the Pennsylvania Clean Indoor Air Act, the College prohibits smoking in all College buildings, motor vehicles, and golf carts.

Smoking is prohibited outdoors within 25 feet of the perimeter of any College building, including covered entrances, to ensure that second-hand smoke does not enter the area through entrances, windows, or ventilation systems; within 25 feet of any athletic facility or event; on patios or courtyards; and at Blue Bus stops.

Cigarette butts must be extinguished and placed in appropriate outdoor receptacles.

Additional Information

The College is committed to assisting students, faculty, and staff in making healthy lifestyle choices. Students may visit the Health Center for information and guidance. Faculty and staff who are interested in smoking cessation programs may obtain information from Human Resources. In addition, residents of Pennsylvania can access services available through the PA Free Quitline at 1-800-Quit-NOW (784-8669) or <https://pa.quitlogix.org/>. Concerns regarding adherence to the policy in the residence halls may be brought to the attention of the Residential Student Liaisons (RSLs), the Office of Residential Life, or Campus Safety.

Concerns regarding adherence to the policy outdoors or in nonresidential buildings may be brought to the attention of Campus Safety.

Insurance: Travel and Liability

The College provides accidental death and dismemberment benefits up to \$500,000 for all active employees traveling on behalf of Haverford College. The plan also covers 24/7 access to medical and travel assistance services, including medical provider services, emergency medical evacuations, and medically necessary repatriation.

Personal travel or activity which is unrelated to College business, is not covered by the College's insurance, other than in such limited circumstances that such travel is directly connected to covered College business travel and, further, the personal travel is not more than a consecutive seven day period of business travel that takes place specifically prior to, during, or immediately following the business travel.

This insurance does not cover visitors coming to the campus, even if the College is paying the fees.

The College also maintains a comprehensive general liability insurance policy on which employees are "named insureds." This provides protection in case of lawsuits incurred as a result of normal responsibilities as employees of the College. Coverage is provided up to a total liability of \$1,000,000.

Policy on Drugs and Alcohol

The College has instituted a policy and implemented programs, in compliance with the federal Drug-Free Workplace Act of 1988. The aim of this policy is to ensure a safe, drug and alcohol-free environment for the Haverford College community. The full policy can be found at <https://www.haverford.edu/sites/default/files/Office/HR/HC-Policy-on-Drugs-and-Alcohol-2018.pdf>.

Interim Policy - Security Inspections

The College endeavors to maintain a safe work environment free of dangerous and problematic materials, such as firearms, explosives, and illegal substances. To this end, the College prohibits the control, possession, transfer, sale, or use of such materials on its premises. The College requires the cooperation of all employees in administering this policy, including alerting supervisors and Campus Safety to possible violations. The College reserves the right to conduct inspections to enforce this policy, and employees are required to cooperate with such inspections as a condition of continued employment. In enforcing this policy, the College will endeavor to protect the privacy of individuals to the extent practical.

Non-Solicitation/Non-Distribution

The College intends for its employees to be free from unwarranted interruptions that distract them from concentrating on work priorities. Thus, the College does not permit an employee to distribute literature unrelated to College business or to solicit other employees when either the employee doing the distributing or soliciting, or the employee receiving literature or being solicited, is on working time (i.e., is supposed to be performing their duties). Also, distribution of solicitation literature is prohibited at all times in all working areas of the College.

Otherwise, employees may solicit/distribute literature to other employees on College property for any lawful purpose as long as the activity does not interfere with College business. Non-employees are prohibited from engaging in solicitation or distribution of literature for any purpose on College property or grounds at any time.

IITS Policies

The College provides College IT resources primarily for the purpose of furthering the College's mission, which takes priority at all times. Incidental personal use of IT resources is permitted to the extent that it does not interfere with the institutional use of these resources. Please see the following policies for additional information:

- Policy on the Acceptable Use of Technology Resources www.haverford.edu/sites/default/files/Office/IITS/2014-08-AcceptableUseOfInformationTechnologyResources-Final.pdf
- Data Management Principles www.haverford.edu/sites/default/files/Office/IITS/Data-Management-Principles-Excerpts-07-1-2013-for-posting.pdf
- Data Confidentiality Policy & Employee Confidentiality Statement www.haverford.edu/sites/default/files/Office/HR/Data-Confidentiality-Policy.pdf

Intellectual Property Policy

Haverford College is committed to providing an environment that supports scholarly and curricular innovation, with the understanding that this may result in the creation and development by its faculty, staff, and students (members) of works of authorship, inventions and other intellectual property (collectively, IP), either through their own activities or through collaborative efforts involving individuals or entities both internal and external to the College.

The College has developed a policy to identify and protect the rights of its members, and the College, in such IP. It is not the intent of the College that this policy will be used to stifle the academic freedom or

scholarly creativity of its members in their pursuit of scholarly production and dissemination.

Please visit www.haverford.edu/provost/grants-research-support/policies to view the policy in its entirety. It is also included in the Faculty Handbook.

Reporting Fraud, Waste, Theft, or Misuse of Funds

To submit a report regarding fraud, waste, theft, or misuse of funds, employees visit the College's EthicsPoint/Whistleblower Reporting System. Visit the Office of Human Resources webpage, www.haverford.edu/human-resources, to submit an anonymous report via EthicsPoint.

This policy governs the reporting of allegations of suspected financial misconduct and the protection against retaliation afforded to those who report such misconduct.

Employees and other members of the Haverford College community are encouraged to report any suspected financial misconduct or fraudulent financial activities. These involve a willful or deliberate act or failure to act with the intention of obtaining a personal or unauthorized benefit. Examples of reportable misconduct include, but are not limited to:

- Theft, waste, or misuse of College funds or other assets
- Misappropriation of assets or funds
- Submission of false or fraudulent documents or financial reports, including invoices, check requests, timesheets, expense reports, and other data
- Bribes or kickbacks
- Use of a College credit card for personal purchases
- Violations of the conflict-of-interest policy involving financial misconduct
- Questionable accounting, internal control, or financial-reporting practices

If an employee encounters or becomes aware of any suspected financial misconduct at the College, they are encouraged to report it first to the associate vice president, or if the report is about the associate vice president, or for some reason the employee is unable to contact the associate vice president, they may provide a written report in a sealed envelope, mailed to the chair, Haverford Audit Committee. (See website for specific directions regarding mailing.)

If the initial reporting party is the dean of the College or the associate vice president, they must provide their report directly to the chair of the Audit Committee. This only applies to reports where the

dean of the College or the associate vice president is the original source of the complaint, not where they are receiving information from others.

If for whatever reason the initial report of suspected financial misconduct comes to an employee who is neither the dean of the College nor the associate vice president, then the employee should direct the reporting party to one of those individuals as appropriate and consistent with the procedures set forth here.

An employee may contact the dean of the College or the associate vice president via letter, telephone, a personal visit during normal office hours, or electronic mail. Current contact information for those individuals is available on the Haverford College website.

The College will endeavor to maintain appropriate confidentiality of reporting sources. However, the College cannot and does not guarantee confidentiality, and there is no such thing as an “unofficial,” “informal,” or “off-the-record” report. Identification of the reporting source (also known as a “whistleblower”) to appropriate persons is often necessary to enable the College or law enforcement officials to effectively investigate the report. Moreover, sometimes such identification is required by law. Finally, it is sometimes appropriate to identify the whistleblower so the accused individual can assess and respond to the report against them.

Anonymous reporting is discouraged; in fact, in most cases it is not practical to investigate a report without speaking to the whistleblower.

No member of the Haverford College community may retaliate against a whistleblower, and no whistleblower may be disciplined for providing a report in good faith. Prohibited retaliatory conduct includes, but is not limited to, threats or actions that adversely affect the terms or conditions of employment or enrollment, threats of physical harm, or threats of pecuniary harm.

Any whistleblower who feels threatened or feels that they have been retaliated against should provide a written complaint, explaining the circumstances, to the associate vice president. Threats of physical harm should also be reported promptly to the executive director of Bi-Co Campus Safety. If for some reason reporting to the executive director of Bi-Co Campus Safety and/or the associate vice president is not feasible or appropriate, the written complaint should be provided to the College’s senior vice president for administration and finance. All founded charges of retaliation will be investigated.

This policy is intended to:

1. encourage legitimate reports of possible wrongdoing by responsible College community members; and
2. protect those who provide such reports from retaliation.

By contrast, any person who knowingly makes a false or reckless report will be subject to disciplinary action, which may include action by authorities both on and off campus.

If an investigation appears warranted based upon the information received from the reporting source, the College will thereafter conduct an investigation. Neither the whistleblower nor the target of the complaint will conduct nor have any right to direct the investigation.

It is hereby reiterated that this policy applies only to matters related to potential financial misconduct. All other allegations or grievances regarding employment, harassment, criminal conduct, and so on are handled through other policies and procedures already established at the College.

The College will not retaliate against anyone who makes good faith use of the grievance procedure nor permit any employee to do so. Any claim of retaliation should be reported to the associate vice president or senior vice president for administration and finance.

Haverford College is committed to an environment where open, honest communications are the expectation not the exception.

In situations where an employee prefers to place an anonymous report in confidence, they are encouraged to use EthicsPoint, a third-party provider. They may submit reports relating to violations stated in the College’s Code of Business Conduct and Ethics, as well as asking for guidance related to policies and procedure and providing positive suggestions and stories. Call 855-811-6222.

Parking

On-campus parking is available for employees. Employee vehicles must be registered and must display a College parking decal provided by Campus Safety. Employees should use the parking areas assigned for staff and faculty. The College assumes no liability for personal property left in vehicles.

Additional information on campus parking can be found at www.haverford.edu/campus-safety/campus-parking.

Pets in the Workplace & on College Grounds

As a general policy, the College permits pets to be in the public areas of College buildings provided they are leashed and/or under voice command. The College will permit employees to have their pets inside their private office, as long as this does not present any health and safety concern to others in the building. These pets may not be allowed to wander outside the office into public areas alone. Employees who do bring their pets to work are wholly responsible for making sure that their offices remain clean and that their pets are well-behaved. Liability for the pet remains solely that of the employee.

Students are not permitted to have animals in their rooms in residence halls with the exception of emotional support/service animals.