

CODE OF CONDUCT POLICY

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| Guideline # | AD-109-G1 | Revision # | 01 |
| Accessibility level | A | Effective date | April 27, 2015 |

Introduction:

This guideline applies to students, faculty, staff, and anyone else who has access to Central University information including any organization, individual or service providers associated with FBSU.

CONFIDENTIALITY GUIDELINE:

1. The University is entrusted with many kinds of confidential, proprietary, and private information, including but not limited to: confidential academic decision, secure technology and emails, students' record, employee records and other pertaining university data. FBSU employees should respect this fact and also be familiar with the University's Intellectual Property Policy. It is imperative that those who have access to confidential information do not make any unauthorized disclosures, either during or after employment.
2. Failure to adhere with the above policy will result in disciplinary action up to termination.
3. All employees upon appointment are required to sign a confidentiality agreement which will be filed in their personnel file.