

## STATEMENT OF ETHICAL FOUNDATIONS

### Our Mission

The Seventh-day Adventist Church mission is to make disciples of Jesus Christ who live as His loving witnesses and proclaim to all people the everlasting gospel of the Three Angels' Messages in preparation for His soon return (Matt 28:18-20, Acts 1:8, Rev 14:6-12). Within the scope of this mission, Pacific Union College exists to lead the Church in being a worldwide witness for God's kingdom and in making disciples of Jesus Christ.

### Our Responsibilities

Pacific Union College employees believe:

1. We are responsible first to God, our Creator. Individual and collective action must reflect His character and exhibit His love.
2. We are responsible to the communities in which we work and live and also to the world community. Our conduct and the discharge of our duties shall enhance the honor and reputation of the Seventh-day Adventist Church.
3. We are responsible to our fellow church members. We accept accountability for sound leadership decisions and appropriate stewardship.
4. We are responsible to each other within the College community. Every individual deserves to be treated with dignity and respect; to have his or her role and contribution valued and affirmed; to operate in a safe working environment; to experience an atmosphere of challenge, open communication, and contentment.

### Our Values

1. We value the *Bible* as the primary reference for life's direction and qualities.
2. We value *excellence* in all that we do.
3. We value *ethical and moral conduct* at all times and in all relationships.
4. We value *creativity and innovation* in the completion of our mission.
5. We value *honesty, integrity, and courage* as the foundation of all our actions.
6. We value the *trust* placed in us by our colleagues and by the world Church.
7. We value *people* as children of God and therefore brothers and sisters of one family.

### Ethical Responsibilities as Employer and Corporate Citizen

In pursuit of its mission, and while maintaining its responsibilities and adhering to its values, Pacific Union College operates under the following ethical guidelines:

1. **Equal Opportunity Employment**—Within the purview of laws permitting church membership as a condition of employment, and subject to denominational policies on positions requiring ministerial ordination, Pacific Union College will follow procedures to ensure equal opportunity of employment, remuneration, and advancement on the basis of job qualifications and performance.

2. **Equity, Fairness, and Non-Discrimination**—Pacific Union College will treat all individuals and groups with fairness. It will not practice or condone discrimination with regard to race, national origin, sex, age, marital status, or disability that does not prohibit performance of essential job functions.
3. **Compliance with Laws of the Land**—Pacific Union College will carry on its activities in compliance with the laws of the land provided these are not in contradiction to God's will expressed in the Bible.
4. **Loyalty and Fulfillment of Contractual Obligations**—Pacific Union College will fulfill the commitments it has entered into through authorized channels. Where misunderstandings arise regarding such commitments, Pacific Union College shall participate, with the parties concerned, in conflict resolution procedures within the organization before seeking alternate dispute resolution processes.
5. **Atmosphere of Safety and Happiness**—Pacific Union College is committed to providing a work environment that offers physical safety and security. It also strives to encourage and promote genuine happiness through the realization that every employee is valuable and every task, no matter how routine or unnoticed, is a service to God. Pacific Union College will continue to integrate worship, work, and celebration in a manner that acknowledges wholeness in life and relationships.
6. **Respect for Human Dignity and Individuality**— Pacific Union College affirms and respects the uniqueness of every employee. It recognizes that a person's value surpasses the worth of his or her contribution to the organization. It believes that communal harmony and corporate objectives are enhanced rather than compromised by the broad mosaic of personalities, talents, skills, and viewpoints dedicated to the honor of Jesus Christ. Pacific Union College shall strive for communication that is open, transparent, accountable, timely, and kind.

### Ethical Responsibilities as Employees

We recognize that employment in Pacific Union College implies commitment to the institution's mission and concurrence with its responsibilities and values. We affirm that the employer-employee relationship grows within a reciprocity of mutual regard. Our reasonable service as employees includes the following ethical responsibilities:

1. **Life Consistent with Church Message and Mission**—While in the employ of Pacific Union College we will live in a manner consistent with the beliefs and values of the Church. We will uphold, in word and conduct, the teachings and principles held and advanced by the Seventh-day Adventist Church.
2. **Respect for College-Owned Assets**—We will respect the property of our institution, including any intellectual property that is developed in the course of our employment. We will use the property, facilities, and resources solely for the benefit of our institution, unless otherwise permitted or when financial compensation for such use has been arranged.
3. **Respect for Colleagues**—We will respect and uplift our fellow employees. We will refrain from intentionally placing another in a position of embarrassment, disrespect, or harassment. We will avoid all behavior that may be construed as sexually inappropriate. We will honor the privacy and guard the safety of others.

4. **Efficiency and Attention on the Job**—The hours of our employment shall be devoted to the work assignments entrusted to us. We will not use the employer’s time for personal business or the advancement of personal interests unrelated to our work responsibilities. We will not deprive our employer by entering into other employment or activities which impair our performance Pacific Union College while on the job. We will aspire to greater efficiency and the reduction of waste in time, effort, and resources.
5. **Personal Integrity in Financial Matters**—We will not engage in theft or embezzlement of any kind including the misuse of expense accounts, falsification of reports, or the misappropriation and misapplication of resources for which we are responsible.
6. **Avoiding Inappropriate Influence**—We acknowledge that accepting or offering of any gratuity, favor, benefit, gift, or of any commission or payment, monetary or nonmonetary, of greater than nominal value, in connection with work for Pacific Union College other than the compensation agreed upon between Pacific Union College and the employee is unacceptable. We will not offer gifts, favors, payments, or other forms of reward directly or indirectly in exchange for a specific gain or action.
7. **Maintaining an Ethical Environment in the Workplace**—We accept the obligation of maintaining ethical standards in personal life and in the workplace. We believe it is our personal responsibility to report, through established confidential channels, any behavior that is inappropriate or which undermines the ethical and legal environment in which Pacific Union College operates. We are prepared to be held accountable by our colleagues for professional conduct representing the moral and ethical values of the Seventh-day Adventist Church.