

LIGS Honor Code and Code of Ethics

This document provides ethical guidelines and standards for integrity for all members of the LIGS University (“LIGS”) community, *i.e.* sets forth, in one place, policies, procedures and expectations for ethical conduct.

The code is structured as follows:

- I. LIGS Ethics Policy
- II. Board of Trustees Ethics Policy
- III. Leadership Standards and Practices
- IV. Academic Honor Code
- V. Faculty Code of Conduct
- VI. Prospective and Current Students

I. LIGS Ethics Policy

The LIGS’s Statement of Ethical Values and Standards of Ethical Conduct commits everyone in the LIGS community to the highest ethical standards in furtherance of the LIGS’s mission. It identifies the LIGS’s core ethical values as integrity, excellence, accountability, and respect.

PURPOSE

Pursuit of the LIGS mission of teaching, research and public service requires a shared commitment to the core values of the LIGS as well as a commitment to the ethical conduct of all LIGS activities. In that spirit, the Standards of Ethical Conduct are a statement of our belief in ethical, legal and professional behavior in all of our dealings inside and outside the LIGS.

APPLICABILITY

The Standards of Ethical Conduct apply to all members of the LIGS community, including The Board of Trustees, faculty and other academic personnel, staff, students, and others associated with the LIGS.

1. FAIR DEALING

Members of the LIGS community are expected to conduct themselves ethically, honestly and with integrity in all dealings. This means principles of fairness, good faith and respect consistent with laws, regulations and LIGS policies govern our conduct with others both inside and outside the community. Each situation needs to be examined in accordance with the Standards of Ethical Conduct. No unlawful practice or a practice at odds with these standards can be justified on the basis of customary practice, expediency, or achieving a "higher" purpose.

2. INDIVIDUAL RESPONSIBILITY AND ACCOUNTABILITY

Members of the LIGS community are expected to exercise responsibility appropriate to their position and delegated authorities. They are responsible to each other, the LIGS and the LIGS's stakeholders both for their actions and their decisions not to act. Each individual is expected to conduct the business of the LIGS in accordance with the Standards of Ethical Conduct, exercising sound judgment and serving the best interests of the institution and the community.

3. RESPECT FOR OTHERS

The LIGS is committed to the principle of treating each community member with respect and dignity. The LIGS prohibits discrimination and harassment and provides equal opportunities for all community members and applicants regardless of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran. The LIGS is committed to creating a safe and drug free workplace.

4. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

Institutions of higher education are subject to many of the same laws and regulations as other enterprises. There are also additional requirements unique to higher education. Members of the LIGS community are expected to become familiar with the laws and regulations bearing on their areas of responsibility. Many but not all legal requirements are embodied in LIGS policies. Failure to comply can have serious adverse consequences both for individuals and for the LIGS, in terms of reputation, finances and the health and safety of the community. LIGS business is to be conducted in conformance with legal requirements, including contractual commitments undertaken by individuals authorized to bind the LIGS to such commitments.

5. COMPLIANCE WITH APPLICABLE LIGS POLICIES, PROCEDURES AND OTHER FORMS OF GUIDANCE

LIGS policies and procedures are designed to inform our everyday responsibilities, to set minimum standards and to give LIGS community members notice of expectations. Members of the LIGS community

are expected to transact all LIGS business in conformance with policies and procedures and accordingly have an obligation to become familiar with those that bear on their areas of responsibility. Each member is expected to seek clarification on a policy or other LIGS directive he or she finds to be unclear, outdated or at odds with LIGS objectives. It is not acceptable to ignore or disobey policies if one is not in agreement with them, or to avoid compliance by deliberately seeking loopholes.

6. CONFLICTS OF INTEREST OR COMMITMENT

Employee members of the LIGS community are expected to devote primary professional allegiance to the LIGS and to the mission of teaching, research and public service. Outside employment must not interfere with LIGS duties. Outside professional activities, personal financial interests, or acceptance of benefits from third parties can create actual or perceived conflicts between the LIGS's mission and an individual's private interests. LIGS community members who have certain professional or financial interests are expected to disclose them in compliance with applicable conflict of interest/conflict of commitment policies. In all matters, community members are expected to take appropriate steps, including consultation if issues are unclear, to avoid both conflicts of interest and the appearance of such conflicts.

7. ETHICAL CONDUCT OF RESEARCH

All members of the LIGS community engaged in research are expected to conduct their research with integrity and intellectual honesty at all times and with appropriate regard for human subjects. The LIGS prohibits research misconduct. Members of the LIGS community engaged in research are not to: fabricate data or results; change or knowingly omit data or results to misrepresent results in the research record; or intentionally misappropriate the ideas, writings, research, or findings of others. All those engaged in research are expected to pursue the advancement of knowledge while meeting the highest standards of honesty, accuracy, and objectivity. They are also expected to demonstrate accountability for sponsors' funds and to comply with specific terms and conditions of contracts and grants.

8. RECORDS: CONFIDENTIALITY/PRIVACY AND ACCESS

The LIGS is the custodian of many types of information, including that which is confidential, proprietary and private. Individuals who have access to such information are expected to be familiar and to comply with applicable laws, LIGS policies, directives and agreements pertaining to access, use, protection and disclosure of such information. Computer security and privacy are also subject to law and LIGS policy.

The public right to information access and the individual's right to privacy are both governed by state and federal law, as well as by LIGS policies and procedures. The legal provisions and the policies are based upon the principle that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person, as is the right of individuals to privacy.

9. INTERNAL CONTROLS

Internal controls are the processes employed to help ensure that the LIGS's business is carried out in accordance with these Standards, LIGS policies and procedures, applicable laws and regulations and sound business practices. They help to promote efficient operations, accurate financial reporting, protection of assets and responsible fiscal management. All members of the LIGS community are responsible for internal controls. Each business unit or department head is specifically responsible for ensuring that internal controls are established, properly documented and maintained for activities within their jurisdiction. Any individual entrusted with funds, including principal investigators, is responsible for ensuring that adequate internal controls exist over the use and accountability of such funds.

10. USE OF LIGS RESOURCES

LIGS resources may only be used for activities on behalf of the LIGS. They may not be used for private gain or personal purposes except in limited circumstances permitted by existing policy where incidental personal use does not conflict with and is reasonable in relation to LIGS duties (e.g. telephones). Members of the LIGS community are expected to treat LIGS property with care and to adhere to laws, policies and procedures for the acquisition, use, maintenance, record keeping and disposal of LIGS property. For purposes of applying this policy, LIGS resources is defined to include but not be limited to the following, whether owned by or under the management of the LIGS:

- Cash, and other assets whether tangible or intangible; real or personal property;
- Receivables and other rights or claim against third parties;
- Intellectual property rights;
- Effort of LIGS personnel and of any non-LIGS entity billing the LIGS for effort;
- Facilities and the rights to use of LIGS facilities;
- The LIGS's name;
- LIGS records, including student records; and
- The LIGS information technology infrastructure.

11. FINANCIAL REPORTING

All LIGS accounting and financial records, tax reports, expense reports, and other documents including those submitted to government agencies must be accurate, clear and complete. All published financial reports will make full, fair, accurate, timely and understandable disclosures as required under generally accepted accounting principles.

II. Board of Trustees Ethics Policy

PURPOSE

The Board of Trustees Code of Ethics is a statement of our belief in each trustee's fiduciary duty to act ethically, professionally, and in compliance with any applicable laws and regulations in all dealings within the LIGS. '

INDIVIDUAL ACCOUNTABILITY AND RESPONSIBILITY

Members of the Board of Trustees are expected to exercise responsibility to the LIGS in their actions and their decisions not to act. Each individual member is expected to conduct the business of the LIGS in accordance with this Code of Ethics in order to best serve the interests of the LIGS. Violations of this Code may result in removal from the Board in accordance with the bylaws.

CONFLICTS OF INTEREST

Conflict of interest comes in many forms and cannot be avoided entirely. Recusal on a particular matter because of a conflict does not reflect adversely on the involved Board member. Rather, it is simply recognition that in a complex and interconnected society, conflicts will occur.

Confidentiality

Members of the Board recognize that they owe a fiduciary duty of care to the LIGS. This includes a duty of confidentiality. All information and documentation that they receive from LIGS and others in connection with their service on the Board are to be treated with strict confidentiality. Neither the contents nor the existence of this information or documentation should be shared with anyone other than the officers, trustees, employees, and authorized agents of LIGS. The members should direct any questions regarding the confidentiality obligations to the chair of the Board.

Policy

- 1) A new member of the Board of Trustees should submit a Confidentiality and Conflict of Interest Statement at the beginning of their term of service in the Board. The Statement needs to be re-submitted each time a situation of the Board Member changes significantly and puts him / her into conflict.
- 2) The Conflict of Interest Statement needs to be submitted by the owner of the institution annually.
- 3) Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members.
- 4) A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract. A Board member who has a remote interest in any contract considered by the Board shall disclose his/her interest during a Board meeting and have this disclosure noted in the official Board minutes.
- 5) The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

- 6) All Board members have an obligation to examine any situation in which they believe they have a conflict of interest and take steps to resolve the conflict.
- 7) Board members shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of LIGS.

III. Leadership Standards and Practices

LIGS is a place where we value students and work for their success; where we act as family; and where employees are engaged, appreciated and have extraordinary opportunities to make a difference.

Leadership Standards at LIGS

1. LIGS leaders genuinely care for others, are available and approachable, and work in a framework of "we."

- We acknowledge our limitations and mistakes, and freely ask for help. We value each team member and combine humility, strength, fairness and consistency.
- We foster strong, diverse teams through respect, trust, collaboration and inclusivity, creating a sense of belonging and celebrating success.
- We value professional and personal development and lifelong learning.

2. LIGS leaders are good communicators and encourage this from others. We present the truth openly and helpfully, in clear, concise, consistent and timely fashion.

- We share directions, assignments, decisions, feedback and general information.
- We foster dialogue and value others' opinions.
- We listen attentively and solicit input from many sources, particularly those who will be impacted by decisions and those with opposing views.

3. LIGS leaders are dedicated to meeting the expectations and requirements of internal and external constituents, including students, faculty, staff, and community partners.

- We obtain firsthand information and use it to improve processes, support and interactions, and to deliver the best possible service experience.

4. LIGS leaders act with integrity, work hard, seize opportunities and step up to take on new responsibilities and challenges.

- We know LIGS' success is everyone's responsibility.
- We welcome and learn from constructive feedback, are accountable for our actions and hold others accountable.
- We pursue innovative and creative solutions and seek ideas from others.

5. LIGS leaders embrace change and uncertainty with confidence and openness.

- We manage conflict as an opportunity for improvement and provide timely, actionable feedback.
- We lead with a sense of urgency and decisiveness, and use goals and tasks as stepping stones.
- We take reasonable risks.
- We respect everyone, always.
- We stay composed and help others to stay calm.
- We skillfully negotiate tough situations, finding common ground to settle differences and maintain relationships.

6. LIGS leaders demonstrate a "One LIGS" mindset by putting overall needs of LIGS, priorities and service to students above that of the individual or unit.

- Our decisions uphold the needs of the entire LIGS and its students.

IV. Academic Honor Code

Statement on Academic Integrity

We, the scholars of LIGS, recognize the importance of personal integrity in all aspects of life and work. We commit ourselves to truthfulness, honor, and responsibility by which we earn the respect of others. We support the development of good character in our academic community, and commit to uphold the highest standards of academic integrity as an important aspect of personal integrity. Our commitment obliges us as students, faculty, and staff to conduct ourselves according to the LIGS Honor Code set forth below.

Honor Code

The honor code obliges students:

1. To fully observe the rules governing exams and assignments regarding resource material, electronic aids, copying, collaborating with others, or engaging in any other behavior that subverts the purpose of the exam or assignment and the directions of the instructor.
2. To give full and proper credit to sources and references, and to acknowledge the contributions and ideas of others relevant to academic work.
3. To complete individual assignments individually, and neither to accept nor give unauthorized help.
4. To accurately represent their academic achievements, which may include their grade point average, degree, etc., in transcripts, in interviews, in professional organizations, on resumes and in the workplace
5. To report any observed breaches of this honor code and academic honesty.

Academic integrity is a matter of great importance to the entire LIGS community and as such the honor code obliges others on campus as well.

The honor code obliges instructors:

1. To design exams and assignments so that honest students will not be disadvantaged by other students who might choose to cheat if given the opportunity.
2. To follow all published procedures regarding cases of academic misconduct.
3. To report any observed breaches of this honor code and academic honesty.

The honor code obliges researchers:

1. To give full and proper credit to sources and references, and to acknowledge the contributions and ideas of others relevant to research.
2. To conduct research experiments according to professional standards of objectivity, conscientiousness, reliability and transparency.

3. To provide sufficient documentation of research methodology so that other researchers in the field may replicate work.
4. To observe all duties required by copyright and patent regulations.
5. To follow all published procedures regarding cases of personal and academic misconduct.
6. To report any observed breaches of this honor code and academic honesty.

The honor code obliges staff:

1. To interpret procedures and regulations in the spirit of furthering the highest standards of personal and academic integrity.
2. To conduct research experiments according to professional standards of objectivity, conscientiousness, reliability and transparency.
3. To follow through on reporting, punishment, and record-keeping on all incidents of personal and academic misconduct.
4. To follow all published procedures regarding cases of personal and academic misconduct.
5. To report any observed breaches of this honor code and academic honesty.

V. Faculty Code of Conduct

This code shall be known as the Code of Faculty Rights, Responsibilities, and Conduct. This code is based on the premise that both administrators and faculty share responsibility to create a climate suitable for scholarship, research, effective teaching and learning, and service. Except as otherwise provided by federal or state law, Board of Trustees Policy, or provisions of the Faculty Senate Bylaws, no policy or action by the LIGS or its faculty and staff may violate the rights, responsibilities, and standards of conduct established by this code.

Faculty Rights

Faculty shall have the following rights:

1. Faculty members shall have the legal rights and privileges of citizens. Faculty members have the right to academic freedom and the right to freedom of inquiry, expression, and assembly.
2. Faculty members shall have the right to participate in the determination of LIGS policies and procedures consistent with the principles of shared governance. Faculty members have the right to impartial treatment in the application of LIGS policies and decisions.
3. Faculty members have the right to participate in the determination of their teaching, administrative, and other LIGS assignments and responsibilities, subject to applicable LIGS and policies. This right recognizes that the proportions of time and energy devoted to teaching, advising, research, service, administration, and other responsibilities may vary from individual to individual, and for the same individual over time. Faculty members have the right to impartial treatment in the application of LIGS policies and procedures for the evaluation of their performance of these responsibilities, including the right to participate in that evaluation.
4. Faculty members have a right to be informed about personnel files that contain information about them. Faculty personnel files are maintained by the HR Department. The faculty member shall have the right to examine the contents of such files and notify the CAO of any inaccuracies or missing information in the files.
5. Faculty members have a right to be secure in their persons, offices, papers, computers, electronic files and effects against unlawful searches and seizures.
6. Faculty members have a right to due process in all disciplinary matters.
7. Faculty members have the right to pursue opportunities for improving their skills and developing their talents related to their responsibilities as teachers and scholars contingent upon the availability of resources and compliance with applicable LIGS policies.
8. Faculty members have the right to engage in outside work, for pay or without pay, in accordance with state ethics laws and LIGS policy on conflict of interest, consulting, and other employment.
9. Faculty members have the right to be evaluated annually according to LIGS policy. Typically, the faculty member is being evaluated on teaching, scholarship, service, and/or professional

performance consistent with LIGS expectations, the position, and approved allocation of effort and interim verbal/written feedback is given on his/her activities.

10. Faculty members have the right to utilize applicable grievance procedures without retaliation.

Faculty Responsibilities

The responsibilities of the faculty as a whole are multiple and are not to be construed as limited to any specific list. The same is true of the responsibilities of individual faculty members. Nonetheless, the major responsibilities are traditionally divided into teaching, scholarship, service, and/or professional performance consistent with LIGS expectations as set forth in Faculty Handbook, the position, and approved allocation of effort. Each faculty member is expected to meet academic responsibilities at an acceptable level in all areas over time.

1. Teaching

- a. Faculty who teach are expected to teach courses in accordance with the needs, requirements and expectations of the LIGS and the general requirements concerning the conduct of courses specified in various LIGS regulations.
- b. Good teaching requires continual application and effort. Faculty who teach are expected to keep abreast of new developments in their fields and must maintain credentials as scholars so that they are part of the creative process by which the frontiers of knowledge and culture are continually being expanded. A teacher should be engaged with his/her particular discipline and should be able to convey to the students the value of the subject.
- c. Teaching duties include preparing course syllabi; designing assignments and/or examinations; being available for consultation; supervising independent work undertaken by students; directing theses and dissertations; evaluating students: assessing and documenting student learning; advising; and developing and assessing curricula.
- d. An instructor is expected to treat students with professional courtesy and to respect their rights, including, but not limited to, academic freedom.
- e. Teaching responsibilities include prompt and regular presence, as appropriate to the mode of online course delivery. With the exception of illness or emergency, a faculty member must make satisfactory advance arrangements and obtain his/her dean's or CAO's approval if he/she will be unable to meet his/her online teaching responsibilities. Such approval will be granted only if it is determined that these arrangements are made for sound reasons and do not cause undue hardship for any student and will be timely communicated to the students by the faculty member.

2. Scholarship

Faculty members have the responsibility to engage in scholarship consistent with LIGS expectations. Scholarship encompasses not only traditional academic research and publication but also the creation of other products or activities accepted by the academic or professional discipline as reflecting scholarly effort and achievement. Scholarship should be subject to the critical scrutiny of peers and should expand the frontiers of knowledge and culture.

Faculty members have a responsibility to demonstrate ethical and responsible behavior in the design, conduct, and reporting of academic scholarship consistent with the standards of their disciplines. Faculty have a responsibility to act as positive examples of responsible scholarship for students and developing scholars.

3. Service

Service is expected of all faculty and covers activities in a number of different areas.

- a. Service to the LIGS. Faculty members are expected to serve on LIGS committees.
- b. Service to the Profession. Faculty members are expected to be active in their professional fields. This includes belonging to and taking part in the professional activities of their field on the local, regional, national or international levels, as appropriate to the discipline.
- c. Service to the community, state, nation, world. The use of academic expertise to help community, state, nation and world is appropriate service, although the extent to which one contributes outside the LIGS depends on one's field, inclination, opportunity, and other relevant factors.

4. Additional Faculty Responsibilities

In addition to the responsibilities listed above, faculty members shall:

1. Be aware of federal and state law, Board of Trustees, and LIGS policies and regulations and comply with them.
2. Respect the confidential relationship between the LIGS and its students by preserving the privacy of all records relating to students and protecting student information from improper disclosure.
3. Use technology in a responsible manner in accordance with guidelines and policies.
4. Refrain from knowingly furnishing false information to the LIGS, or forging, altering, or misusing LIGS documents or instruments of identification.
5. Respect the rights and academic freedom of students, staff, and faculty members.
6. Refrain from engaging in behavior in the discharge of duties that violates commonly accepted standards of professional ethics. Abusive or unprofessional treatment of students, faculty, or other members of the LIGS falls within this category, e.g., see the LIGS policy on consenting relationships. Also proscribed is any form of discrimination, including sexual harassment, as outlined in federal and state law and LIGS policy.
7. Refrain from plagiarism, misrepresentation, and fraud in performance of responsibilities.
8. Refrain from committing an act that involves such moral turpitude as to render the faculty member unfit for his/her position. As used in this section, conduct involving moral turpitude means intentional conduct, prohibited by law, which is injurious to another person or to society and which constitutes a substantial deviation from the accepted standards of duty owed by a person to other persons and society.

VI. Prospective and Current Students

Immigration Disclosure

LIGS provides online degree programs and as such does not provide students with any form of visa or immigration support. The degree programs at LIGS are designed to be possible to study from anywhere in the world with a simple use of a computer or other device connected to the internet.

Promotion and Marketing of courses

LIGS will, as part of its strategic drive, engage in PR and promotion of its services. LIGS will ensure that accuracy and student satisfaction are maintained throughout the application process and during a person's time enrolled as a student.

Values relating to Students

LIGS believes that probity and accountability in dealing with its students or prospective students is a prerequisite for success. In this regard such values will be maintained and will form a core part the Institution's statement of values.

Students and prospective students will require accurate information to make decisions. For this purpose, LIGS will not deliberately give inadequate or misleading information on its learning programs or other services.

In all advertising and public communications, LIGS will avoid untruth, concealment and overstatement about its programs and achievements.

LIGS acknowledges the dangers of unmerited financial inducements. Therefore, LIGS will avoid recruitment practices that involve the offer of improper financial or other inducements to students.

LIGS will make all reasonable attempts to deliver learning programs and support services to meet the individual needs of students, efficiently and effectively to accepted quality standards, and will take reasonable steps to rectify any shortcomings in the service delivered.

In its provision of learning support, information, advice and guidance offered to students, LIGS will be impartial and guided by the best interests of the student.

LIGS will operate within the parameters of the Laws of the USA and the state of Hawaii. Within the requirements of the law, and in accordance with relevant Data Protection legislation, the Institution will maintain the confidentiality of information on individual students. LIGS will provide sufficient accurate information to students, which sets out the total costs/fees to students and the objectives, assessment procedures and competency standards and outcomes to be achieved by the students.

LIGS will market its educational products with integrity, accuracy and professionalism ensuring that student satisfaction is maintained throughout the application process and during their time enrolled as a student.

Enrollment/Recruitment

LIGS will conduct the recruitment of students at all times in an ethical and responsible manner. Recruitment will rest on an assessment by the institution of the extent to which the stated competency standards and outcomes of the course are likely to be achieved by the applicant given his/her qualifications, proficiencies and aspirations. This assessment will be made by appropriately qualified academic staff. Acceptance onto courses will comply with all equal opportunity legislation.

Refund Policy

LIGS has a refund policy in place, which is fair and equitable. The policy contains guidelines for guaranteeing the refund of fees to students.

Grievance Policy

LIGS has a fair and transparent grievance policy in place.