



SACRAMENTO
STATE

SHARED CODE OF CONDUCT

Administration & Business Affairs

- Talk positively about the University and each other
- Challenge the status quo
- Keep the big picture in mind - put the University first
- Foster teamwork - be responsive and lend assistance across unit lines
 - Resolve conflicts and solve problems
 - Communicate respectfully and appropriately, using the right medium, language and tone for the situation
 - Settle differences by working directly with each other
 - Inform each other of problems, share ideas and clarify issues when in doubt
 - Ethics and integrity is our business – keep promises and meet commitments
 - Make timely decisions
 - Respect confidentiality