

CODE OF PROPER CONDUCT FOR SMU PERSONNEL

18. Intellectual dishonesty or plagiarism	II	W	S	D	
19. Violation of the Code of Professional Ethics of one's profession (e.g. Teacher, Nurse, Engineer, Accountant)	I II III IV	C W S D	W S D	S D	D
20. Acts of misconduct	II III IV	W S D	S D	D	
21. Non-renewal of professional license	II	W	S	D	
22. Other behaviors analogous to the foregoing	I II III IV	C W S D	W S D	S D	D

Chapter V OFFENSES AGAINST GENERAL SECURITY AND SAFETY, PUBLIC ORDER AND PUBLIC HEALTH

UNACCEPTABLE BEHAVIOR	CLASSIFI CATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
1. Forcing entry into the office or University premises during off-hours without necessary overtime work authorization or permission from concerned University authorities or entering restricted areas without specific permission.	III IV	S D	D		
2. Unauthorized possession of key that can open the locker, drawer or office of another personnel	II III IV	W S D	S D	D	
3. Unauthorized carrying of firearms, explosives, inflammable materials and other deadly weapons such as knives, bolos, ice picks, bows and arrows, etc. inside University	III IV	S D	D		

premises or jobsites					
4. Refusal or failure to submit to security and safety requirements/inspection	II	W	S	D	
	III	S	D		
5. Removal of safety devices without authorization	II	W	S	D	
	III	S	D		
6. Driving company vehicle without a valid driver's license or authority from proper University authority	II	W	S	D	
	III	S	D		
7. Failure to follow University rules on proper maintenance of its facilities such as putting off lights and air-conditioning units, locking rooms, etc.	II	W	S	D	
8. Smoking inside the University premises	I	C	W	S	D
9. Having a serious contagious disease which may endanger other personnel and knowing about it yet failing to report or willfully withholding information thereof from University authorities	III	S	D		
10. Failure to observe University and general health safety practices and regulations, or willful disregard of office directives relating to sanitary conditions of the office, orderliness and security	I	C	W	S	D
	II	W	S	D	
11. Concealment and/or manifestation of strong emotional disturbance or instability	I	C	W	S	D
	II	W	S	D	
	III	S	D		
	IV	D			
12. Failure to follow CHSF Guidelines	I	C	W	S	D
	II	W	S	D	
13. Failure to report and register personal property brought into and brought out from the University premises	I	C	W	S	D
	II	W	S	D	
14. Other behaviors analogous to the foregoing	I	C	W	S	D
	II	W	S	D	
	III	S	D		
	IV	D			

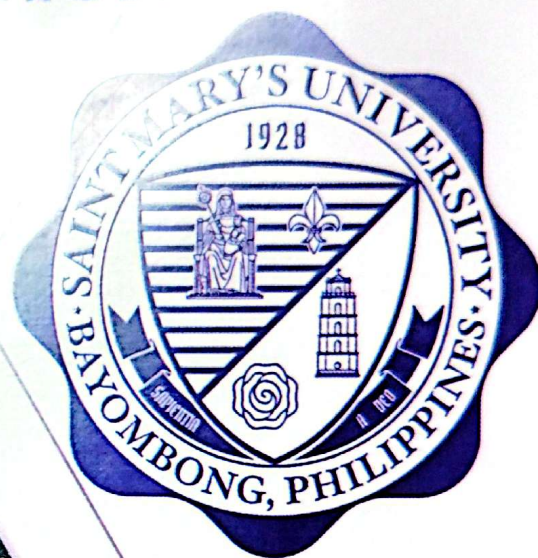
Chapter VI OFFENSES AGAINST PUBLIC MORALS

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 st	2 nd	3 rd	4 th
1. Disgraceful or immoral conduct/ Notoriously unacceptable behavior	III	S	D		
	IV	D			
2. Conviction of any crime involving moral turpitude	IV	D			
3. Taking part in any gambling, lottery or any other game of chance using the time and/or within premises of the University	I	C	W	S	D
	II	W	S	D	
4. Bringing into University premises, possession or taking in any drug prohibited by law inside University premises or jobsite or reporting for work under the influence of the same.	III	S	D		
	IV	D			
5. Drinking liquor or wine or any intoxicating drink while in the performance of one's duty or within the University premises or reporting for work under the influence of liquor.	II	W	S	D	
	III	S	D		
6. Bringing into or possession of alcoholic beverage within University premises	I	C	W	S	D
7. Driving while under the influence of alcohol using University vehicle	II	W	S	D	
	III	S	D		
8. Engaging in scandalous or indecent act within or outside the University	III	S	D		
	IV	D			
9. Using abusive or profane language within University premises or at any place during official business or University-related activity.	II	W	S	D	
	III	S	D		

ADMINISTRATIVE & EMPLOYMENT MANUAL

for ACADEMIC PERSONNEL
in HIGHER EDUCATION

2023 EDITION



*Inspired by Mission,
Driven by Excellence*

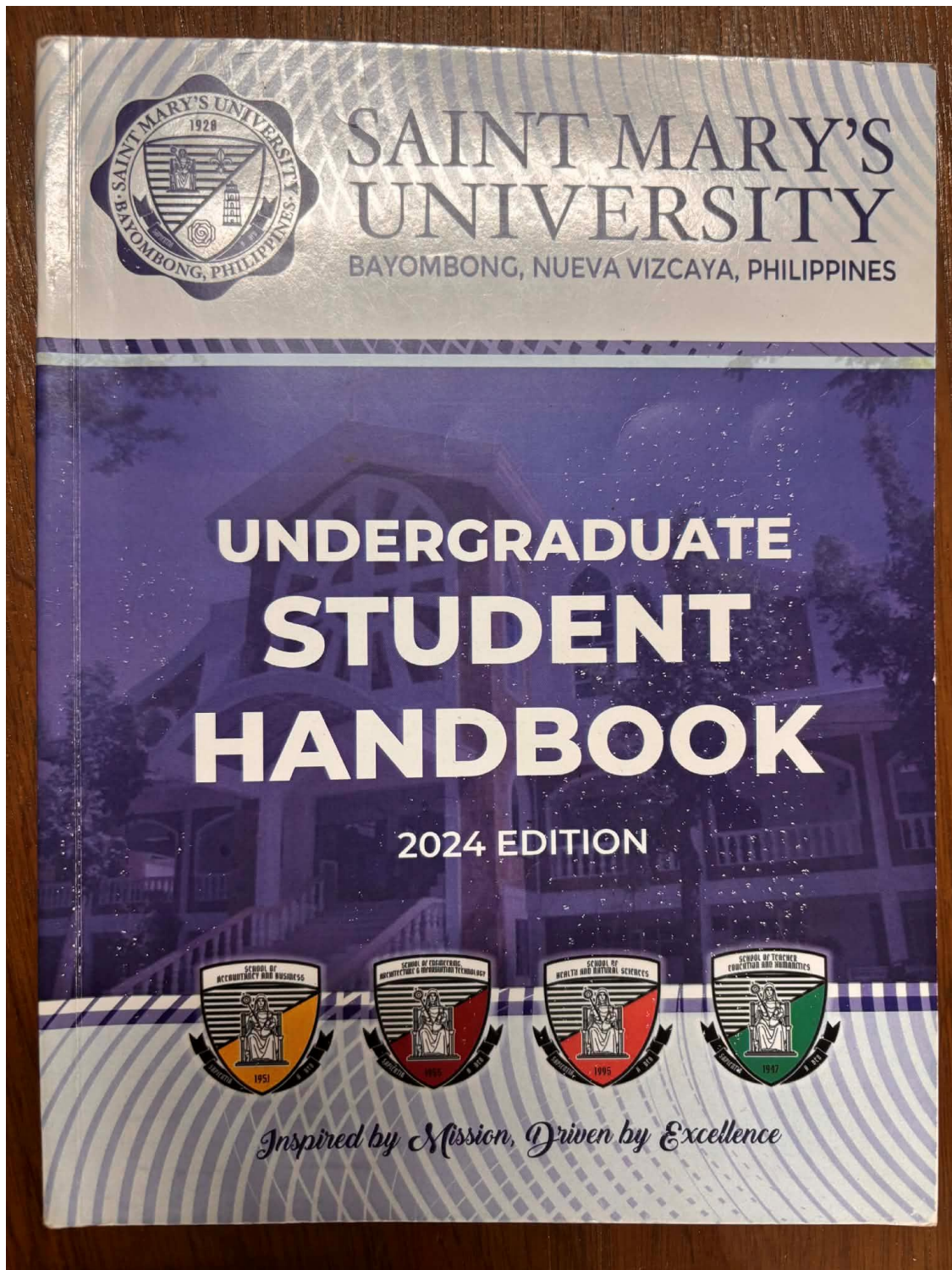
CODE OF PROPER CONDUCT FOR SMU PERSONNEL

Table V
OFFENSES AGAINST GENERAL SECURITY AND SAFETY,
PUBLIC ORDER AND PUBLIC HEALTH

UNACCEPTABLE BEHAVIOR	CLASSIFI CATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 st	2 nd	3 rd	4 th
1. Forcing entry into the office or University premises during off-hours without necessary overtime work authorization or permission from concerned University authorities or entering restricted areas without specific permission.	III IV	S Di	Di		
2. Unauthorized possession of key that can open the locker, drawer or office of another personnel.	II III IV	W S Di	S Di	Di	
3. Unauthorized carrying of firearms, explosives, inflammable materials and other deadly weapons such as knives, bolos, ice picks, bows and arrows, etc. inside University premises or jobsites.	III IV	S Di	Di		
4. Refusal or failure to submit	II	W	S	Di	

to security and safety requirements/inspection	III	S	Di		
5. Removal of safety devices without authorization.	II III	W S	S Di	Di	
6. Driving company vehicle without a valid driver's license or authority from proper University authority.	II III	W S	S Di	Di	
7. Failure to follow University rules on proper maintenance of its facilities such as putting off lights and air-conditioning units, locking rooms, etc.	II	W	S	Di	
8. Smoking/vaping inside the University premises.	I	C	W	S	Di
9. Failure to report or willfully withholding information thereof from University authorities if having a serious contagious disease which may endanger other personnel and knowing about it yet	III	S	Di		
10. Failure to observe University and general health safety practices and regulations, or willful disregard of office directives relating to sanitary conditions of the office, orderliness and security.	I II	C W	W S	S Di	Di

STUDENT HANDBOOK



14. Cheating during examinations and quizzes or plagiarism in connection with any academic work.	Reprimand / Censure to Suspension Invalidation of exam/quiz or no credit given to academic work	Suspension to Re-admission Invalidation of exam/quiz or no credit given to academic work	Non-Readmission to Exclusion Invalidation of exam/quiz or no credit given to academic work
UNACCEPTABLE STUDENT CONDUCT	SANCTIONS		
	First Violation	Second Violation	Third Violation
15. Smoking (including vaping and e-cigarettes) at any time within the University premises.	Suspension	Non-Readmission	Exclusion
16. Possessing intoxicating liquors or entering University premises under the influence of liquor.	Suspension	Non-Readmission	Exclusion
17. Engaging in any form of extortion or gambling within the premises of the University.	Suspension	Non-Readmission	Exclusion
18. Traffic infractions such as but are not limited to overspeeding, wrong parking, no car/motor RFID, noisy muffler, tampering, and those indicated in the Guidelines for Motor or Vehicle Owners (Annex E)	Suspension and/or revocation of car/motor pass	Non-Readmission to Exclusion	
19. Bomb threat, bomb jokes, activating fire alarm without any obvious emergency; tampering with fire alarm and safety emergency equipment/facility (i.e., fire extinguisher, emergency exits)	Suspension to Non-readmission	Non-Readmission to Exclusion	
20. Disorderly conduct such as but not limited to: surreptitiously taking pictures of another person	Suspension to Non-Readmission	Non-Readmission to Exclusion	

where there is a reasonable expectation of privacy; unauthorized use of electronic or other devices to make an audio or video record of any person without the person's prior knowledge, or without consent when such recording is likely to cause injury or distress; disorderly conduct during risk reduction drills.			
UNACCEPTABLE STUDENT CONDUCT	SANCTIONS		
	First Violation	Second Violation	Third Violation
21. Unauthorized use of the name of SMU in any ticket, invitation, program, or announcement either in printed, oral or electronic means.	Suspension to Non-Readmission	Non-Readmission to Exclusion	
22. Obscene or abusive language or other behavior in print, oral or electronic means that is inappropriate, threatening, and directed toward any student, personnel, or University authority.	Suspension to Non-Readmission	Non-Readmission to Exclusion	
23. Writing, publishing, reproducing, possessing, or distributing libelous, immoral, unauthorized, or unsigned publications, materials or literature.	Suspension to Non-Readmission	Non-Readmission to Exclusion	
24. Defaming any student, personnel, or University authority through any written, oral or electronic means; publishing false information about the university, its officials, faculty members, personnel, and students.	Suspension to Non-Readmission	Non-Readmission to Exclusion	
25. Other kinds of dishonesty such as but are not limited to using fake or fabricated records; forging	Suspension to Non-Readmission	Non-Readmission to Exclusion	



**SAINT MARY'S UNIVERSITY
IS A DRUG-FREE INSTITUTION**

NO SMOKING | NO VAPING | NO DRUGS

VIOLATION IS PENALIZED



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SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

UNIVERSITY HEALTH SERVICES OFFICE

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"Say NO to Tobacco and Vape Smoke" Health Forum



As technology evolves, many vices have been innovated to keep up with trends, including the conversion of traditional tobacco into electronic cigarettes infused with various flavors and aromas to attract more buyers. Due to marketing claims that these products do not contain nicotine, an increasing number of teenagers have become hooked on this habit. At the junior high level, more students are being caught with or using these devices. Consequently, we had the opportunity to participate in a health forum organized by the Region 2 Trauma and Medical Center's Internal Medicine Department in coordination with the Medical Clinic. This event aimed to raise awareness and provide knowledge to students from Grades 7, 8, 9 and 10 as well as the staff, faculty and employees about the health risks associated with electronic cigarettes. The forum was held on April 25, 2024, at the Tonus Gym, Saint Mary's University.

WHAT IS VAPING?



According to the American Heart Association, vaping is the act of inhaling and exhaling aerosol, often referred to as vapor, which is produced by an e-cigarette.

DO YOU KNOW?

Vape contains:

- Vitamin E acetate
- Glycerol and propylene-glycol-based solution
- Formaldehyde, Acrolein, Pulegone and traces of metals nickel, lead and cadmium with potential carcinogenic effects
- Carbonyls which may cause cardiovascular toxicity



HARMFUL EFFECTS OF VAPING



BRAIN

- Nicotine addiction
- Headaches
- Dizziness
- Seizures, Tremors
- Anxiety
- Restlessness
- Confusion
- Learning and mood disorders
- Impaired self-control, short-term memory

LUNGS

- Rapid, shallow breathing
- Coughing
- Wheezing
- COPD
- Permanent lung damage

IMMUNE SYSTEM

- Increased risk of illness



MOUTH

- Gum disease
- Oral lesions
- Irritation

THROAT

- Sore throat

HEART

- Long term changes in heart rate, BP, and arrhythmia
- Increased risk of heart attack, stroke and chest pain

STOMACH AND INTESTINES

- Vomiting
- Nausea
- Abdominal pain
- Ulcerative colitis
- Diarrhea and Bleeding
- Gastric burning and altered bowel movements



Today **1 in 5** teens vape

American Heart Association (2019)

Medical and non-medical students are vulnerable to the use of vape products. Students are aware of the risks. However, they use vape products mostly to relieve stress and anxiety due to lack of information regarding the risks of vaping to our health.

For more inquiries, scan to view the following:



DOH Online Page



Marian Peer Counselor Program

HOW TO QUIT VAPING?

Raypole (2023)



- Identify alternative coping skills.
- Surround yourself with people who can support you in quitting.
- Buy gum, hard candies, toothpicks, and other things to help fight the urge to vape.
- Get rid of vaping products.
- Go for a walk or do exercise.
- Stop gradually by doing a "test run" a day or two at a time.

Marian Peer Counselor Program

A program that helps students in:

- Reducing stress and anxiety
- Empowering people
- Promoting mental well-being
- Preventing students from trying harmful vices such as vaping
- Providing proper education and support system.



References:

- American Heart Association. (2019). The 101 on e-cigarettes. Retrieved from: https://www2.heart.org/site/DocServer/AHC_FY22_101_E-Cigarette.pdf?docid=1eAR1d9VB-1pQbPE0a2kuQ5-Hah2K28TGOABSLV8sFLn5CPRPsr2pzFTEX1U
- Raypole, C. (17 October 2023). Ready to ditch vaping? 9 tips for success. Healthline. <https://www.healthline.com/health/how-to-quit-vaping>