

MCUP **Code of Conduct**

MARINE CORPS UNIVERSITY PRESS

This code of conduct was created to give our publishing partners a clear understanding of the values and principles that form the foundation of Marine Corps University Press's (MCUP) work. In addition, MCUP wants to ensure that our actions are consistent with our mission and values and upholds the reputation of Marine Corps University and the U.S. Marine Corps, of which we are a part.

MCUP chooses its partners with great care, ensuring that they are competent, ethical, and reliable. We value our publishing relationships and are committed to making these honest and open. In return, we expect our partners to act in accordance with this code of conduct.

Collaboration

It is important to MCUP that all of our partners demonstrate high ethical standards and principles, in adherence to our code of conduct, which was created so that we can share our mission, values, and main principles.

The term *partner* as used here refers to customers, suppliers, authors, agents, government officials, and any other person or organization with which MCUP has a publishing relationship. Where a partner represents an organization, the term refers to the owners, directors, employees, and associates of that organization.

In working with you, we want to:

- Uphold our mission and values at all times
- Ensure everything we do is ethical and lawful
- Ensure our publishing relationships are open, honest, and successful
- Create a sustainable future for our publishing program

Our principles cover:

- Ethical practices
- Publishing partners
- Intellectual property
- Records and data

- Social responsibilities

Ethical Practices

MCUP is committed to the highest standards of integrity, and we comply with the laws and regulations of the government for whom we work. We do not offer, promise, give, request, agree to receive, or accept bribes no matter what the value or local business practice may be. This applies to all partners with whom we deal.

We do not engage in anticompetitive practices, such as price fixing, bid-rigging, or collusion with our competitors. Our printing processes, particularly printer selection, is handled by the Defense Logistics Agency and the Government Printing Office, both of whom use best practices for ensuring equitable and fair bid and job distribution as defined by the U.S. government. We do not engage in coercive practices. We expect our employees to avoid situations where a conflict of interest may occur between their own interests and our publishing interests.

We expect our partners to report all instances of suspected or actual bribery, fraud, or other breaches of MCUP's ethical practices, in relation to their publishing activities.

Publishing Partners

We value the confidence and trust of our publishing partners and will always communicate honestly, openly, and reliably with them. When partners contact us, we respond professionally, politely, and within appropriate time frames. We welcome partner feedback and try whenever possible to act on such input to improve our services. We work to ensure that our product information, advertising, and other forms of communication are clear, accurate, and honest.

Intellectual Property

We respect intellectual property rights throughout the world, including the intellectual property rights of our publishing partners, and equally we expect our publishing partners to respect our authors' intellectual property rights. As an open access publisher, we do not hold copyright on the works we publish. The author retains all rights and responsibilities regarding their intellectual content, including taking action should an external agent violate those rights.

Records and Data

We maintain records that fairly and accurately reflect our business transactions as they occur and based on federal laws and regulations for records retention. We do not knowingly provide false information. MCUP will not share data with third parties

or knowingly reveal the identity of those who participate in our process (e.g., peer reviewers) without proper permission of all parties.

Social Responsibilities

We support universal human rights including equal employment rights, safe workplaces, freedom of speech and of association, and the rights of all to an education. We pay fair wages in line with federal government standards and do not require MCUP employees to work excessive hours, particularly where this might have an impact on personal health and safety. We are committed to promoting and maintaining a culture of equality and diversity, and we comply with national legal requirements wherever we operate.

We treat our colleagues with dignity and respect and promote a safe environment free from discrimination, harassment, and victimization. We ensure our work environments are healthy and safe and do not put ourselves or others at risk. We are mindful of our impact on the environment and endeavor to minimize the impact of our operations on the environment.

Understanding MCUP's Code of Conduct

Every business partner working with MCUP has access to our code of conduct through our website. In addition, we will send our code of conduct directly to many publishing partners, either electronically or on paper. We ask that all of our partners ensure that they have read and understood this code of conduct and will act in accordance with the principles and values it sets out.

Reporting Concerns

If you become aware of matters in relation to your publishing activities with MCUP that are inconsistent with this code of conduct, it is important that you report them to MCUP. You can raise your concerns by email with the director (angela.anderson@usmcu.edu), where reports received will be treated in strict confidence.