



## UNIVERSITY POLICY

### ETHICS AND RECORDS POLICIES

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**Number: 601**

**Subject: Code of Ethical Conduct Policy**

**Covered Individuals: Faculty, Staff and Administration**

**Covered Campus Locations: All Locations**

**Date of Origin: May 8, 2017**

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#### STATEMENT

Upper Iowa University wholly embraces high ethical standards. Faculty, staff, and administration, “University Community”, must understand what these ethical standards are and be aware of the mandate to follow them. It is also necessary to then define what happens should our ethical code be broken. It is not the purpose of this Code of Ethical Conduct Policy to address every situation, but merely to make employees aware of the general scope and application of the ethical standards that govern our conduct.

#### PURPOSE & SCOPE

The following statements represent Upper Iowa University’s Scope and Purpose with regard to our Code of Ethical Conduct:

- **Scope:** This Code of Ethical Conduct Policy applies to all University faculty, staff, and administration.
- **Purpose:** As members of the University Community it is our collective responsibility to adopt and comply with ethical standards that go beyond the minimum requirement established by law.

#### POLICY

In addition to the University’s Core Values as established and defined in the Destination 2022 Strategic Plan ([link](#)), the University Community will commit to act in accordance with standards including, but not limited to, the following:

- **Honesty:** We must be honest and trustworthy, actively deciding between right and wrong. We honor our commitments and never condone any form of dishonesty, such as fraud, theft or cheating. We are accountable to the University Community through

transparent business practices and communication and we understand that all actions are subject to consequences.

- **Responsibility:** We utilize University resources in a responsible manner, in the best interest of the University, and consistent with this Code of Ethical Conduct. Reasonable judgement and fiduciary accountability must be exercised when utilizing University resources, which are never to be used for personal gain.
- **Confidentiality:** We maintain confidentiality regarding all academic, financial, health-related, personnel, or other non-public information protected either by law or by University policy.
- **Conflict of Interest:** We avoid situations that might compromise objective professional judgement.
- **Legal Compliance:** We will comply with all legal requirements, both domestic and international, which apply to Upper Iowa University.

## **ENFORCEMENT**

University faculty, staff, and administration must, in good faith, interpret the Code of Ethical Conduct to determine what is expected of them. If employees are uncertain regarding expectations, they should seek clarification from the Director of Human Resources. By agreeing to membership in the University Community, an individual agrees to the Code of Ethical Conduct and understands that breaching the Code may result in disciplinary action up to and including termination of employment.

When an employee believes the Code of Ethical Conduct Policy has been violated or may be violated, the employee is obligated to report the matter to the Director of Human Resources. If an investigation is warranted, the Director of Human Resources or his or her designee will investigate.

## **REFERENCES/BENCHMARKING**

N/A

## **OVERSIGHT**

- By following this Code of Ethical Conduct Policy, the University Community demonstrates their interest in sustaining an institutional identity that is committed to the advancement of knowledge and continuous improvement while providing quality education. All University employees are responsible for upholding the Code and reporting violations.

- The Director of Human Resources in conjunction with the Human Capital Committee of the Board of Trustees will maintain and interpret the Code of Ethical Conduct Policy as needed.
- The Director of Human Resources is responsible for providing training and education, as needed, regarding the Code of Ethical Conduct Policy to the University Community.

## **SANCTIONS**

N/A

## **HISTORY**

- Recommended by UPC on May 8, 2017
- Approved by PC on May 31, 2017
- Approved by BOT on June 22, 2017