



# CODE OF CONDUCT

ADOPTED BY PRESIDENT'S COUNCIL

DECEMBER 12, 2013

# MESSAGE FROM THE PRESIDENT

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Here at Utah Valley University, one of our official core themes is building a serious university by fostering, among other things, “a culture of academic rigor and professional excellence.” Our commitment to professional excellence extends to all aspects of our mission. As stewards of the University’s finances, assets, resources, and public image, it is essential that we conduct ourselves with honesty and integrity. Similarly, it is vital that we constantly follow the parameters set by University policy as well as local, state and federal law. This code of conduct is a brief, single-location overview of the basic, professional obligations every UVU employee has as a result of these responsibilities and statutes.

I invite you to take the time to read and understand UVU’s Code of Conduct and seek answers to any questions you might have to ensure your actions reflect these standards of conduct. Supporting information and other resources are available through the University’s Compliance Office and website.

Finally, I note that should you ever witness conduct at odds with this code of conduct, you are responsible to call this to the attention of the appropriate supervisor and manager, University auditor, other responsible University officers, or through EthicsPoint (UVU’s anonymous third-party reporting system) at 877-288-5401 or at <http://www.uvu.edu/audit/concerns>. All such reports will be appropriately investigated when warranted by the facts, policy, and statute. Retaliation by any University employee against an individual who makes a good faith report shall be subject to disciplinary action.

Through our shared commitment to integrity and ethical behavior, UVU will be successful in conducting its business activities, fulfilling its mission of serving students, and strengthening its professional reputation for excellence and integrity.

Sincerely,

Matthew S. Holland  
President

# INTRODUCTION AND APPLICABILITY

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UVU's Code of Conduct (Code) reflects requirements of federal and state law, Board of Regents' policies, and university policies, procedures, and practices. It does not create any additional or different rights or duties of a substantive policy or procedural nature.

The Code applies to the following members of Utah Valley University:

- Members of the Board of Trustees
- Faculty, staff, student employees and administrators (salaried and hourly)
- Any individual employed by the University, using University resources or facilities, or receiving funds administered by the University; and
- Volunteers and other representatives when speaking or acting on behalf of the University

This Code promotes “an organizational culture that encourages ethical conduct and a commitment to compliance with the law through the establishment of standards and procedures to prevent and detect criminal conduct” as required by the Federal Sentencing Guidelines (FSG) as well as Standards of the Northwest Commission on Colleges and Universities (Standards 2.A.22 and 2.A.23). Standards included in this Code reflect statutory requirements contained in the Utah Public Officers' and Employees' Ethics Act (Utah Code, Title 67, Chapter 16) as well as Board of Regents Policies and University Policies and Procedures. In addition to this Code, Employment Responsibilities and Standards are contained in UVU Policy 322, Faculty Rights and Professional Responsibilities are contained in UVU Policy 635, and Student Rights and Responsibilities are contained in UVU Policy 541.

University Policies and Procedures (<http://www.uvu.edu/policies>) are enacted rules which provide specific governance for the university and are binding on university employees, students, and persons visiting or using the facilities or resources of the University. The hierarchy of authority from Federal and State Statutes, Regulations and Court Rulings to department, program, and office guidelines, practices and standard operating procedures is contained in UVU Policy 101.

The statements and summaries included in this Code and its supporting documents are intended to serve as a reference guide to actual statutes, policies and procedures. Employees should consult the actual statute, policy or procedure to fully understand their obligations. To the extent a provision in this Code is determined to be inconsistent with the terms of a statute, policy, or procedure, the statute, policy, or procedure governs.

Consistent with university policy, an individual's failure to comply with relevant laws, regulations, and University policies and procedures may result in disciplinary action, including suspension and/or termination. For violations of law, individuals may also face criminal and/or civil penalties.

In addition to this Code, employees are expected to meet any professional standards of conduct or ethical requirements applicable to their area of expertise or discipline.

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## ***PROMOTE A CULTURE OF COMPLIANCE***

UVU's compliance with all applicable laws, rules, and regulations is an important component in receiving federal funding and accreditation. In support of this compliance, individuals are expected to:

- Learn and follow the laws, regulations, and policies which govern UVU
- Comply with obligations and financial stewardship of grants and contracts
- Proactively prevent and detect any compliance violations
- Ensure that reports of violations within an individual's area of responsibility are properly resolved, including disclosure to sponsors or other state or federal authorities, as appropriate
- Fully cooperate with legally authorized government investigations
- Never retaliate against another individual for reporting a suspected compliance violation

## ***ACT ETHICALLY AND WITH INTEGRITY***

Ethical conduct is an imperative for every member of the UVU community. In practicing and modeling ethical behavior, individuals are expected to:

- Act according to the highest ethical and professional standards of conduct
- Stand personally accountable for individual actions
- Be truthful in asserting facts relevant to their individual professional qualifications
- Fulfill University designated responsibilities and obligations
- Exhibit ethical standards through communications and actions
- Report any conduct or action that you perceive to be unethical or illegal

## ***DEMONSTRATE RESPECT AND FAIRNESS TO OTHERS***

UVU is committed to providing an environment free from harassment and prohibited discrimination. When communicating and interacting with others, individuals are expected to:

- Treat others with fairness, dignity, and respect
- Promote a respectful culture that is free from harassment, intimidation, discrimination, retaliation, threat, or violence
- Report harassing, discriminatory, threatening, or violent activities or behavior immediately
- Communicate with honesty, civility, and respect
- Provide equal access to programs, facilities, and employment
- Promote conflict resolution

## ***RESPONSIBLY MANAGE AND SAFEGUARD UNIVERSITY RESOURCES***

UVU is dedicated to responsible stewardship of university resources (including, but not limited to, finances, human resources, technology, materials, equipment, vehicles, and facilities).

Individuals are expected to:

- Utilize UVU resources only for legitimate University purposes and in compliance with funding agent's requirements
- Adhere to financial management, financial reporting, procurement, and inventory control processes and requirements
- Submit accurate, clear, and complete financial reports, expense reimbursements, time sheets, leave records, and other financial documents; approve such transactions only as authorized
- Fully cooperate with auditors
- Prevent waste and abuse
- Follow appropriate regulations and processes when disposing of physical assets
- Use computing and network facilities for proper, authorized, and legal purposes

## ***AVOID CONFLICTS OF INTEREST AND COMMITMENT***

Individuals have an obligation to be objective, impartial, and free of personal conflicts or appearances of impropriety in making decisions on behalf of the University. To ensure this objectivity, individuals are expected to:

- Maintain work schedules that are consistent with the needs of their position
- Avoid actual or potential conflicts of interest and commitment between their duties/responsibilities to the University and their private interests
- Disclose potential conflicts of interest and comply with any management plans created to eliminate any conflicts of interest
- Ensure personal relationships do not interfere with objective judgment in decisions affecting University employment, procurement, etc.
- Comply with University procurement policies and procedures
- Refrain from soliciting or accepting a gift, loan, service, or business/professional opportunity that is intended to or could improperly influence the individual's performance of his/her University duties
- Understand that while the University encourages its faculty, staff, and administrators to serve as members of community boards, professional associations, etc., an employee assuming such a role shall not exploit the university or their relationship with the university for personal reasons
- Differentiate between their roles with the University and their roles as private citizens

## ***CAREFULLY MANAGE PUBLIC, PRIVATE, AND CONFIDENTIAL INFORMATION***

University employees create and are entrusted with many types of information and records including sensitive and private personal information. Individuals are expected to:

- Learn and follow laws (including FERPA, HIPAA, and GRAMA), University policies and procedures, and agreements regarding access, use, protection, disclosure, retention, and disposal of public, private, and confidential information
- Handle the personal information of students and employees in accordance with applicable privacy laws and regulations
- Refrain from externally disclosing confidential records or other nonpublic information without appropriate authorization
- Access records and information as authorized by position or duty and never exploit information for personal benefit nor misuse for any unauthorized purpose
- Maintain data security using electronic and physical safeguards including protecting assigned access codes, passwords, and other authentication
- Follow document preservation and retention guidelines
- Respect the individual freedom of faculty, staff, and administrators to express their personal opinions while recognizing that University Marketing and Communications is responsible for coordinating official University comment on all matters regarding the institution

## ***PROMOTE A HEALTHY SAFE LEARNING AND WORKING ENVIRONMENT***

UVU seeks to provide a safe, secure, and healthy learning and working environment for all University students, faculty, staff, administrators, volunteers, and visitors. Individuals are expected to:

- Comply with health and safety laws and regulations
- Maintain a drug and alcohol free workplace and learning environment
- Practice safe work habits, participate in training, use appropriate safety equipment, and identify and report potential safety issues
- Secure facilities and equipment by locking doors and reporting suspicious activities
- Protect the environment, including carefully handling hazardous waste and other potentially harmful agents, materials, or conditions
- Report suspicious activities
- Know and follow published emergency procedures, participate in safety training and drills, and respond appropriately to emergency alerts and instructions
- Consent to criminal background checks in accordance with law and UVU policy
- Safeguard children involved in University programs and activities, immediately report any suspicion of child abuse or misconduct involving a child, and cooperate fully with authorities in any investigation of alleged abuse or misconduct

## *ETHICALLY CONDUCT TEACHING AND RESEARCH*

University researchers have an obligation to the University and to the larger global community as they seek knowledge and understanding. University faculty and researchers are expected to:

- Encourage the free pursuit of learning in an atmosphere of civility, respect the rights of all students, exhibit and foster honest academic conduct, and evaluate students fairly
- Propose, conduct, and report research with integrity and honest
- Protect people and humanely treat animals involved in research or teaching
- Learn, follow, and demonstrate accountability for meeting the requirements of sponsors, regulatory bodies, and other applicable entities
- Faithfully transmit research findings
- Protect rights to individual and University intellectual property
- Ensure originality of work, provide credit for the ideas of others upon which their work is built, and be responsible for the accuracy and fairness of information published
- Fairly assign authorship credit on the basis of an appropriate array of significant intellectual contributions

### *Acknowledgement:*

Utah Valley University gratefully acknowledges the contribution of information, advice and recommended language from the University of Utah, University of Minnesota, Boise State University, Utah State University, Stanford University, University of Illinois, Columbia University, and University of Washington in the development of this Code.