Policy #1002 CODE OF ETHICS

Responsible Oversight Executive: Vice President for Human Resources

Date of Current Revision or Creation: January 31, 2013

A. PURPOSE

The purpose of this policy is to establish the University's Code of Ethics, which strives to demonstrate the University's commitment to ethics and adherence to all applicable laws, regulations and University policies.

B. AUTHORITY

<u>Virginia Code Section 23-9.2:3, as amended</u>, grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the <u>Board of Visitors Bylaws</u> grants authority to the President to implement the policies and procedures of the Board relating to University operations.

C. DEFINITIONS

<u>Supervisor</u> - The management level with the authority to hire, assign work, manage work schedules, approve leave, evaluate, and discipline employees.

D. SCOPE

This policy applies to all employees, students, volunteers, employees of affiliated organizations who are paid through the University, and vendors of the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Affiliated organizations are separate entities that exist for the benefit of the University and include the Foundations, the Community Development Corporation, and the Alumni Association.

E. POLICY STATEMENT

Old Dominion University recognizes its duty to uphold the public's trust and confidence, not only in following laws and regulations, but in following high standards of ethical behavior. Members of the Old Dominion University community are responsible for maintaining the highest ethical standards and principles of integrity. The Code of Ethics is a set of values-based statements that demonstrate the University's commitment to this goal. All University employees, students, volunteers, employees of affiliated organizations who are paid through the University, and vendors of the institution are expected to adhere to the following Code of Ethics.

Old Dominion University Code of Ethics

- 1. We will maintain the highest level of ethical standards, and comply with all applicable State and Federal laws and regulations and University policies.
- 2. We will protect the integrity of all University business and transactions by avoiding engagement in any actions (directly or indirectly) that are inconsistent with the State and Local Government Conflict of Interests Act or Virginia Public Procurement Act. We will avoid even the appearance of a conflict of interest.
- 3. We will adhere to policies and programs that promote the highest standards of ethics, integrity and professional practices in the performance of our educational, research, scholarly and community outreach activities.
- 4. We will adopt policies and programs supporting the rights and recognizing the needs of all citizens regardless of race, color, religion, sex (including pregnancy), national origin, age, disability, veteran status, sexual orientation, genetic information, or political affiliation.
- 5. We will maintain and protect the confidentiality and security of information entrusted to us by the University or its customers, except when disclosure is authorized or legally mandated.
- 6. We will not use University funds, property, equipment, or services, or things of value for or in aid of political parties or candidates for public office.
- 7. We will not use University funds, property, equipment, services, systems, information, time and effort or our position for personal gain. We will protect the University's assets and resources and ensure their proper use by preventing theft, carelessness and waste. We will promote efficient, effective and economical means of accomplishing tasks.
- 8. We will adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Virginia Freedom of Information Act.
- 9. We will adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.
- 10. We will comply with the University's accounting policies and procedures and maintain strong internal controls at all times. We will not make any false or misleading entries in the University's records under any circumstances.
- 11. We will strive for excellence in the performance of our duties, mindful of cost and appropriate authorization.
- 12. We will nurture a climate of care, concern, and civility towards others.
- 13. We will report through appropriate means and channels any dishonesty, fraud, misconduct, violations or neglect of duty, when discovered. We will appropriately investigate all such reports and require warranted corrective action and discipline, in accordance with University policies and procedures and the law.

F. PROCEDURES

Supervisors are responsible for notifying employees of, and monitoring their adherence to, the Code of Ethics. The Office of Human Resources will send an annual notification of the obligation of all employees to adhere to the Code of Ethics.

The Department of Procurement Services will add a reference to the University's Code of Ethics in all contracts and solicitations.

G. RESPONSIBLE OFFICER

Director of Human Resources

H. RELATED INFORMATION

Family Educational Right to Privacy Act (FERPA)

Agency Risk Management and Internal Control Standards (ARMICS)

America Competes Reauthorization Act of 2010

Hatch Act for State and Local Employees

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule

Governor's Executive Order 1 (2006) – Equal Opportunity

Governor's Executive Order 12 (2006) – State Employee Fraud, Waste, and Abuse Hotline

Governor's Executive Order 41 (2006) - Banning Smoking in State Offices and Vehicles

Governor's Executive Order 94 (2005) – Workplace Safety and Employee Health

State and Local Government Conflict of Interests Act, Virginia Code Section 2.2-3100, et seq., as amended

Virginia Public Procurement Act, Virginia Code Section 2-2-4300, et seq., as amended

Virginia Freedom of Information Act, Virginia Code Section 2.2-3700, et seq., as amended

<u>Virginia Department of Accounts Policies and Procedures (including CAPP Manual)</u>

<u>Commonwealth of Virginia's Department of Human Resource Management Policy 2.05, Equal Employment Opportunity</u>

Old Dominion University Board of Visitors Policy 1011 – Freedom of Expression

Old Dominion University Board of Visitors Policy 1013 – Firearms, Weapons, and Certain Related Devices

Old Dominion University Board of Visitors Policy 1014 – Threat Assessment

Old Dominion University Board of Visitors Policy 1210 – Authority to Act on Behalf of the University

Old Dominion University Board of Visitors Policy 1240 – Resolution Concerning Employment

Old Dominion University Board of Visitors Policy 1403 – Academic Freedom

Old Dominion University Board of Visitors Policy 1404 – Professional Ethics

<u>Old Dominion University Board of Visitors Policy 1426 – Policy for Responding to Allegations of</u>
Misconduct in Scientific Research and Scholarly Activity

Old Dominion University Board of Visitors Policy 1450 – Faculty Sanctions

Old Dominion University Board of Visitors Policy 1470 – Faculty Grievance Policy

Old Dominion University Board of Visitors Policy 1502 – Student Rights and Freedoms

<u>Old Dominion University Board of Visitors Policy 1520 – Proscribed Behavior for Students and Student Organizations</u>

Old Dominion University Board of Visitors Policy 1530 - Code of Student Conduct

<u>University Policy 3003 – Detection, Investigation and Reporting of Fraud and Misuse of University Property/Funds</u>

<u>University Policy 3220 – Smoking Policy</u>

<u>University Policy 3221 – Hazardous Waste Collection and Disposal</u>

University Policy 3222 – Asbestos Containment and Abatement Procedures

University Policy 3223 – Workplace Safety and Health Policy

University Policy 3230 – Protection of University Grounds and Walks

<u>University Policy 3231 – Use of Skateboards, Roller Blades/Skates, or Other Recreational Devices on University Property</u>

University Policy 3240 – Accident Review Policy

Old Dominion University Faculty Handbook

Old Dominion University Classified Employee Guidebook

Monarch Creed

Office of Computing and Communications Services Information Technology Policies and Standards

November 16, 2012
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o Proceed:
September 25, 2012
Date
) Approval to Proceed:
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