



Angelo State University Operating Policy and Procedure

OP 52.02: Ethics and Standards of Conduct Policy

ORIGIN

DATE: September 1, 2007

LAST

REVIEW: August 25, 2011

PURPOSE: The purpose of this Operating Policy and/or Procedure (OP) is to establish institutional policy in accordance with the State's ethics policy.

REVIEW: This OP will be reviewed in January of odd numbered years by the director of human resources with recommended revisions forwarded through the vice presidents to the president by February 15 of the same year.

POLICY/PROCEDURE

1. Policy/Procedure

Pursuant to Section 572.051(e) of the Texas Government Code, the university establishes and adheres to this ethics policy.

This ethics policy prescribes standards of conduct for all university employees, and does not supersede any applicable Federal or Texas law or administrative rule.

All university employees should familiarize themselves with this policy and must abide by all applicable Federal and Texas laws, administrative rules, and university conduct policies, including this ethics policy. An employee who violates any provision of the university's ethics and conduct policies may be subject to termination of the employee's state employment or another employment-related sanction. A university employee who violates any applicable Federal or Texas law or rule may be subject to civil or criminal penalties in addition to any employment-related sanction.

2. Principles of Ethical Behavior

In accordance with the Texas Tech University Board of Regents Rules, Angelo State University employees shall:

- a. Put forth honest effort in the performance of their duties;
- b. Not make unauthorized commitments or promises of any kind purporting to bind Texas Tech University System or Angelo State University;
- c. Not use their public offices for private gain;

- d. Act impartially and not give preferential treatment to any private or public organization or individual;
- e. Protect and conserve public property and shall not use it for anything other than authorized activities;
- f. Promptly disclose waste, fraud, abuse, and corruption to appropriate authorities;
- g. Adhere to all laws, regulation, and policies that provide equal opportunity for all persons regardless of race, color, religion, sex, national origin, age, physical or mental disability, Vietnam-era, or special disabled veteran status; and that prohibit illegal discrimination; and
- h. Endeavor to avoid any actions that would create the appearance that they are violating the law or the ethical standards of the Texas Tech University System.

3. Standards of Conduct

- a. A university employee shall not:
 - (1) Accept or solicit any gift, favor, or service that might reasonably tend to influence the employee in the discharge of official duties, or that the employee knows or should know is being offered with the intent to influence the employee's official conduct;
 - (2) Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his or her official powers or performed his or her official duties in favor of another;
 - (3) Disclose confidential information that is excepted from public disclosure under the Texas Public Information Act (Tex. Gov't Code Ann. Ch. 552), or information that has been ordered sealed by a court, that was acquired by reason of the employee's official position, or accept other employment, including self-employment, or engage in a business, charity, nonprofit organization, or professional activity that the employee might reasonable expect would require or induce the employee to disclose confidential information, information that is excepted from public disclosure under the Texas Public Information Act, or information that has been ordered sealed by a court, that was acquired by reason of the employee's official position;
 - (4) Accept other employment, including self-employment, or compensation or engage in a business, charity, nonprofit organization, or professional activity that could reasonably be expected to impair the employee's independence of judgment in the performance of the employee's official duties;
 - (5) Make personal investments, or have a personal or financial interest, that could reasonably be expected to create a substantial conflict between the employee's private interest and the public interest;
 - (6) Utilize state time, property, facilities, or equipment for any purpose other than official state business, unless such use is reasonable and incidental and does not

result in any direct cost to the state or university, interfere with the employee's official duties, and interfere with university functions;

- (7) Utilize his or her official position, or state issued items, such as a badge, indicating such position for financial gain, obtaining privileges, or avoiding consequences of illegal acts;
- (8) Knowingly make misleading statements, either oral or written, or provide false information, in the course of official state business; or
- (9) Engage in any political activity while on state time or utilize state resources for any political activity.

b. A university employee shall:

- (1) Perform his or her official duties in a lawful, professional, and ethical manner befitting the state and university; and
- (2) Report any conduct or activity that the employee believes to be in violation of this ethics policy to the university's ethics violation contacts (see below) during the period of state service or employment, either through personal involvement or because the case or proceeding was a matter within the employee's official responsibility.

4. Ethics Violation Contacts

Any member of the campus community, who has a reasonable basis for believing an ethical violation has occurred, has a responsibility to properly notify the university's ethics violation contacts: University Office of Audit Services; the employee's supervisor; the appropriate university administrator; the University Police Department; or the university's third party contractor, EthicsPoint (www.ethicspoint.com or 1-866-294-9352).

Employees may avail themselves of the provisions of the Texas Whistleblower Act which protects anyone who, in good faith, reports unlawful activity from retaliation for making such a report.

For additional information, refer to OP 22.03, Fraud Prevention Policy.