



University of North Dakota
Code of Conduct

GENERAL CONDUCT

The University of North Dakota (University/UND) is committed to ethical and professional conduct. The University's leadership expects that each individual performing any activities on behalf of UND will adhere to those standards in the performance of her/his duties.

It is the responsibility of each individual—faculty, staff member, or student employee acting on behalf of the University—to comply with legal and regulatory requirements, policies, and procedures that apply to her/his particular duties. In addition, it is the responsibility of supervisors to adequately train individuals and to monitor their compliance.

There may be instances when a policy or regulation appears difficult to interpret or to apply. In those cases, clarification should be sought through the normal supervisory channels. If necessary, further questions should be directed to the administrative office that has responsibility for the oversight of that policy.

REPORTING OF SUSPECTED VIOLATIONS

To maintain the highest standards of business conduct, the University depends on each individual to report potential, perceived, or suspected violations relative to the business of the University. Violations may include but are not limited to such subjects as: applicable federal and state laws; regulations; government contract and grant requirements; University and State Board of Higher Education (SBHE) policies and procedures; or this Code of Conduct (Code). Failure to report known or suspected violations is in itself a breach of University ethical standards and can lead to discipline, up to and including separation from the University. In addition, making an intentionally false report of a violation will result in disciplinary action.

Individuals should understand that the University encourages reporting of violations and makes available numerous options for reporting. Individuals are encouraged to report violations to their immediate supervisor, but may also report to senior management, or to the UND Fraud Hotline at www.und.edu/dept/fraudhotline/ or 866-91-ALERT. University policy states that all reports will be investigated.

Reports of suspected violations may be made confidentially or anonymously. However, the more information given, the easier it is to investigate the suspected violation. The University will take all appropriate steps to ensure the level of confidentiality desired; however, sometimes the institution's legal obligations to investigate or address a violation will override the individual's wish for confidentiality and may be subject to the North Dakota open records laws.

In addition to this Code, there are multiple University and SBHE policies and procedures that apply to individuals at the University which also encourage reporting.

1. The University's policy and procedures regarding harassment or discrimination can be found at: www.und.edu/dept/ao/Harass_discrim.htm. The University does not tolerate harassment or discrimination of any kind.
2. The University's policy regarding Ethical Conduct in Research, Scholarship, and Creative Activity can be found at: und.edu/research/research-economic-development/development-compliance/ethical-conduct-in-research.cfm. Reports of research misconduct can be submitted to 701-777-4278 or rd@mail.und.edu.
3. The University's policy regarding Student Financial Aid Statement of Ethical Principles and Code of Conduct can be found at: und.edu/admissions/financial-aid/policies.cfm.
4. The University's policy regarding Employee Responsibilities and Activities: Theft and Fraud can be found at: und.edu/finance-operations/files/docs/1-3-theft-fraud.pdf
5. The University's policy on Conflict of Interest can be found at: und.edu/research/research-economic-development/development-compliance/coip.cfm. This policy requires each individual to fill out the forms applicable to their situation on a yearly basis—unless there is a change in status. In that case, the individual is obligated to update their information regarding a possible conflict of interest sooner.
6. The Code of Student Life can be at: und.edu/student-affairs/code-of-student-life/files/docs/code-of-student-life.pdf.
7. The faculty handbook can be found at: und.edu/dept/registrar/senate/FacultyHandbook/.

Reports of conduct inconsistent with the Code will be investigated following the procedures set forth in the above policies.

EXPECTATIONS

It is expected that all individuals, defined above, comply with this Code. It is expected that faculty and staff will try to use good judgment and best efforts to spend UND funds including reimbursable expenses. It is expected that individuals will not make any false record or communication of any kind. It is expected that individuals will make every effort to communicate completely, accurately, and in a timely manner. It is expected that individuals will only collect that personal information necessary for UND's business. It is expected that individuals will retain customer information for only as long as required by UND's record retention schedule, available at: <http://www.und.edu/dept/records/forms/UNDRRS.pdf>. It is expected that access to information will be limited to those with a legitimate business reason to have access. It is expected that individuals will only accept de minimus contributions, such as a purchase of a meal at reasonable value as part of a conference or other event with no conditions attached. It is expected individuals will not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which UND has or is likely to have business dealings. It is expected individuals will not accept kickbacks and commissions from

suppliers. It is expected that there will be no unlawful consumption of alcoholic beverages or use of illegal drugs; individuals will not be at work under the influence of alcohol or drugs; individuals will not engage in disruptive behavior; individuals will not engage in unlawful gambling; individuals will not use public property or resources to perform other unauthorized activities that disrupt the efficient and economical administration of the University of North Dakota.

VIOLATIONS

If it is determined that this Code or other policies, regulations, laws, grants or contracts referenced above have been violated, the offending faculty or staff will be disciplined with penalties up to and including termination of employment. In some circumstances, individuals may be subject to civil and criminal charges and penalties.

RETALIATION

The UND Code of Student Life prohibits retaliation against those who participate in reporting or investigating conduct contrary to law or policy. Further, UND policies and grievance procedures also prohibit retaliation.

ACKNOWLEDGEMENT

Each new employee will review the UND Code of Conduct and sign a statement certifying that the employee has read and agrees to comply with the Code. Further, each employee will certify annually, either electronically or in writing, that he or she has read and is in compliance with the Code.

REFERENCES

The policies or documents listed above emphasize some of UND's commitment to ethical and professional conduct.