

Code of Conduct Policy
WVU Division of Administration and Finance

INTRODUCTION & PURPOSE

The Division's management team shall adhere to this Code of Conduct Policy in discharging their position duties. Specifically, the Division's values of respect, integrity, honesty, accuracy and fairness, among others, serve as the basis for the daily and long-term decisions and actions of our management team. Additionally, we must comply with, and be accountable for upholding, relevant policies, standards, laws, and regulations that govern our work. The management team must also adhere to the highest ethical standards.

SCOPE

This code of conduct applies to all management and supervisory personnel within the Division of Administration and Finance.

STANDARD

The WVU Division of Administration and Finance expects its management group to adhere to the highest ethical standards, to keep honesty, integrity, respect, accuracy, and fairness at the core of our actions and decisions, and to strive to integrate these same values and business practices in the employees we lead.

The University prohibits discrimination, retaliation and harassment of any kind and is committed to providing equal opportunities for all. Treating everyone fairly and with respect is central to the Division's values.

Management personnel must understand and support the University's primary missions of teaching, research, and service and the applicable policies and laws that guide these efforts.

Members of the management team are viewed as professionals and are expected to pursue training in the areas of conflict of interest, confidentiality, ethics and due standards of care, and best practices in his or her professional area of expertise.

Management personnel are expected to act to the best of their abilities, with competence and in compliance with all applicable University policies and governmental laws, rules, and regulations. This means providing full, fair, accurate, timely and clear reports showing all relevant facts, including financial reports, expense reimbursements, time sheets, electronic systems, and other work products to the best of their abilities.

Outside professional activities, private financial interests, or the receipt of benefits from third parties can cause an actual or perceived divergence between the University's mission and an individual's private interests. Notwithstanding any University policy or rule to the contrary, for so long as management personnel are employed, they are expected to devote all of their working time and full professional effort to the duties required of their position and will have no gainful employment with any other person, firm, corporation or legal entity within or outside of the University, without prior notification of his or her supervisor.

To this end, management personnel shall refrain from accepting any duties; incurring any obligations; accepting gifts, payments or favors of monetary value; or engaging in any private business or professional activities where there is, or would appear to be, a conflict of interest. In order to protect our primary mission, management personnel should notify their supervisor in writing of any potential, real, or perceived conflicts of interest between their private interests and the interests of the University. Upon prior written notification to the supervisor, management personnel may serve as a trustee, director, or officer to nonprofit, charitable, family, professional, and other organizations or entities only to the extent that such service does not interfere with and is not inconsistent with their duties to the University.

It is imperative that management personnel comply with federal and state laws and University policies regarding confidential, proprietary, and private information (health information, student/employee records, personnel information etc.) and work with other University personnel to ensure compliance. Violations of laws, policies or regulations in regard to accounting/financial matters, research or information technology may be reported anonymously through the University's Ethicsline program at <http://internalaudit.wvu.edu/> or by calling 866-413-1955 toll-free. Raising such concerns is a service to the University and will not jeopardize one's position or employment.

FAILURE TO COMPLY

Confirmed violations may result in appropriate disciplinary, civil or criminal actions and penalties. Failure to comply with this Code can involve sanctions, up to and including dismissal from the University.

RESPONSIBILITY FOR IMPLEMENTATION

The Vice President for Administration and Finance should ascertain that there is awareness throughout the Division's units of the existence and content of the Code of Conduct and that the provisions of the Code are followed. Any potential or suspected violations of applicable standards, policies, WV Ethics law, or regulations are brought to the attention of the supervisor for additional review. If warranted, the Vice President for Administration and Finance should be notified of potential or suspected violations. Each member of the Division's management team is required to sign annually that he/she has read and understands the West Virginia University Code of Conduct.

Approved:	<u>Narvel G. Weese</u> Vice President for Administration and Finance	<u>1.12.11</u> Date
Approved:	<u>Margaret R. Phillips</u> Vice President for Human Resources	<u>1.24.11</u> Date
Approved:	<u>Daniel A. Durbin</u> Senior Associate Vice President for Administration and Finance	<u>1.12.11</u> Date
Approved:	<u>Nancy Lohmann</u> Senior Advisor to the Vice President for Administration and Finance	<u>1.24.11</u> Date
Approved:	<u>Elizabeth P. Reynolds</u> Associate Vice President for Planning and Treasury Operations	<u>1.24.11</u> Date
Approved:	<u>Joseph C. Fisher</u> Associate Vice President for Facilities and Services	<u>1.24.11</u> Date
Approved:	<u>Randy Hudak</u> Assistant Vice President for Facilities Management	<u>1.24.11</u> Date
Approved:	<u>Kate Hazen</u> Executive Director for Administrative Technology Solutions	<u>1.24.11</u> Date

I have read and understand the West Virginia University Administration and Finance Code of Conduct Policy for Management personnel in the Division of Administration and Finance and agree to be bound by it.

Signature: _____

Title: _____

Date: _____

ATTACH SIGNATURES OF ALL SENIOR ADMINISTRATORS