

INTEGRITY AND ETHICS

1. Policy

Ethical Principles

The Kentucky State University Ethical Principles and Code of Conduct are intended to document expectations of responsibility and integrity. Exemplary ethical conduct is critically important in our relationships with colleagues, Regents, students, volunteers, contractors, and the public. This statement reflects the values of the University approved by the Board of Regents on July 21, 2004. The following core values guide our decisions and behavior.

- v Integrity
- v Academic excellence and freedom
- v Mutual respect and human dignity
- v Diversity of thought, culture, gender, and ethnicity
- v Personal and institutional responsibility and accountability
- v Shared governance
- v A sense of community
- v Sensitivity to work-life concerns
- v Civic responsibility

Each member of the University must endeavor to:

1. promote the best interests of the Kentucky State University
2. foster the Vision, Mission, and Values of the University
3. preserve the public's respect and confidence in the Kentucky State University
4. exhibit personal integrity, honesty, and responsibility in all actions
5. provide an environment of mutual respect, impartiality, and collaboration

disability, or political belief. All University members are expected to comply with this nondiscrimination policy.

Confidentiality of Information

University members are entrusted with personal and institutional information that should be treated with confidentiality and used only for conducting University business. Respect for individual and institutional privacy requires the exercise of care and

Employment of Relatives

Kentucky State University Board of Regents has adopted a Nepotism Policy governing the employment of relatives.

Intellectual Property

Kentucky State University Board of Regents has adopted an Intellectual Property Policy, and the University has adopted an Intellectual Property Administrative Regulation and Intellectual Property Rights Agreement Guideline, all governing the rights to intellectual property.

Conflict of Commitment

Decisions and the judgment upon which the decisions are based must be independent from conflicting interests and must hold the best interest of the Kentucky State University foremost. Conflicts of commitment relate to an individual's distribution of effort between University appointment and outside activities. The Kentucky State University permits external employment or self-employment in an employee's profession or specialty where there is not a conflict of interest or commitment. Faculty and professional administrative employees are expected to devote their primary professional loyalty, time, and energy to Kentucky State University teaching, research and service endeavors; activities outside the University must be conducted without detracting from these primary commitments. A conflict of commitment generally occurs when the pursuit of outside activities interferes with obligations to students, to colleagues and to the missions of the University. These conflicts may become apparent in regular performance reviews, in connection with annual salary decisions and scheduled reviews incident to promotion, reappointment or tenure decisions and should be addressed by the appropriate department head. The University policy and procedures on outside consulting can be found in Administrative Regulations governing Faculty and

The University recognizes that actual or potential conflicts of interest may occur in the normal conduct of research and other activities. A conflict of interest can also arise if an employee's professional judgment is or may appear to be influenced by personal interests. It is essential that potential conflicts be disclosed and reviewed by the University. The President shall provide a Conflict of Interest and Commitment Form and Annual Certification of Compliance for this purpose that should be completed by May 1 of each year by each faculty member and returned to the Provost's Office. This form should be completed by all staff by July 1 of each year and returned to the appropriate Vice President or Cabinet level administrator. After disclosure, the University can make an informed judgment about a particular activity and require appropriate oversight, limitations, or prohibitions in accord with this policy. It is important to remember that each relationship is different, and many factors often will need to be considered to determine whether a conflict of interest exists.

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- v Gifts or acts of hospitality valued up to \$50 annually from any one source need not be reported
- v Gifts or acts of hospitality valued between \$50 to \$200 should be reported to the supervisor prior to acceptance
- v Acts of professionally related hospitality above \$200 must be specifically justified and reported through the chain of command. Written approval for acceptance must be provided by the appropriate Vice-President or Cabinet level administrator, in advance.
- v Individuals may not accept gifts valued above \$200. These gifts or benefits acknowledged and accepted on behalf of the University should be directed to the Vice President for Finance and Business Affairs, where they can be acknowledged and accepted on behalf of the University.

Clarifications and Reporting Violations

Like all policies, this policy could not possibly cover all possible situations. When any doubt about the propriety of an action exists, the University's policy requires a full and frank disclosure to an appropriate individual with sufficient authority to address the matter. For interpretation regarding this policy, such individual in authority may contact the University legal counsel.

University members are expected to report violations of this policy to an appropriate individual. The University will not tolerate any retaliation against a University member who makes a good faith report of a violation.

2. Entities Affected
 - Office of General Counsel
 - Campus Community
 - Faculty Handbook
 - Staff Handbook
3. Policy Owner/Interpreting Authority

