

University Code of Conduct for Business Practices

Responsible Office:
Office of the Vice President
for Finance and Administration

POLICY STATEMENT AND PURPOSE:

Employees at all levels of the University:

- will promote an organization of honesty, integrity, and compliance with policies and procedures, and
- will comply with all applicable federal, state, and local laws and regulations and with University policies and procedures in business dealings with others, including customers, other employees, and outside entities.

The Virginia Commonwealth University Code of Conduct for Business Practices provides guidance to faculty and staff in the area of financial, operational and administrative activities. Ethical behavior and compliance with laws, regulations and policies are the responsibility of every employee.

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WHO SHOULD READ THIS POLICY:

Anyone responsible for financial, operational, or administrative activities.

- Vice Presidents and Senior Executives
- Deans, Directors, Department Heads, and Department Chairs
- Fiscal Administrators
- Employees with responsibility for financial, operational or administrative activities
- Finance and Administration Staff
- Administrative Toolkit Webmaster

RELATED DOCUMENTS:

University Code of Ethics

Faculty Handbook

Classified Employee Standards of Conduct

Administrative Toolkit

All University Policies and Procedures

CONTACTS:

The Office of the Vice President for Finance and Administration



Virginia Commonwealth University

Code of Conduct for Business Practices

1.0 Introduction

- 1.1 This Business Practices Code of Conduct ("Code of Conduct" or "Code") applies to all employees, including faculty, staff, administration and student employees, who manage, supervise or conduct university business, financial and administrative transactions and activities.
- 1.2 The Code of Conduct includes guiding principles for expected business practices behavior. The Code complements but does not replace policies, procedures, guidelines and codes referenced in the Faculty Handbook, the Classified Employee Standards of Conduct, the VCU Administrative Toolkit and other appropriate references to federal, state and university policy.
- 1.3 Faculty and staff holding positions of management or supervisory responsibility will support the Code of Conduct by:
 - informing employees under their responsibility about the Code of Conduct and how it relates to each employee's job function, and
 - ensuring that all employees under their responsibility are aware of and have access to documentation on current policies and procedures and attend appropriate business practices compliance training.
- 1.4 Questions on interpretation and application of the Code of Conduct are handled through the university's policy on "Reported Suspected University-related Misconduct/Noncompliance and Protection from Retaliation."

2.0 Roles and responsibilities

- 2.1 University administration is responsible for assisting employees in complying with this code and for actively disseminating information and for providing appropriate employee training on laws, policies, regulations and procedures applicable to their work.
- 2.2 Each department head and department chair is responsible for promoting compliance with business policies applicable to the unit, for informing

employees of appropriate training opportunities in laws, policies, regulations and procedures, and for ensuring that employees receive ongoing training.

- 2.3 Each employee is responsible for complying with laws, policies, regulations and procedures applicable to his or her work.
 - 2.4 Each employee is responsible for staying current with applicable laws, policies and procedures by attending regular training and referring to current policies, procedures and other standards in carrying out his or her work.
- ### 3.0 Financial, operational and administrative transactions
- 3.1 Employees will ensure that all business and financial records and statements accurately reflect underlying transactions.
 - 3.2 Each employee is responsible for the integrity and accuracy of business documents and records.
 - 3.3 Employees will only approve or process payments on behalf of the university for the stated, approved purpose.
 - 3.4 Employees will not alter or falsify information on any record or document.
 - 3.5 Employees will ensure that all records are retained in accordance with appropriate record retention policies and rules. Employees will not tamper with records or remove or destroy records or documents except in accordance with approved records retention and disposition policies.
 - 3.6 Employees with responsibility over one or more university accounts will ensure that all transactions recorded in those accounts are appropriate, are within authorized budget or funding levels, and are reviewed and corrected as necessary in a timely manner after the close of each month.
 - 3.7 Employees will comply with the university's "Management Principles for Relationships with University-related Foundations and Other Affiliated Organizations."
- ### 4.0 Protection of university resources
- 4.1 Employees will protect and properly use university property, facilities, equipment and

electronic systems by using them with care and respect, following university guidelines for their protection and maintenance, guarding against waste and abuse, maintaining a cost consciousness and remaining alert to opportunities for improving performance and reducing costs.

- 4.2 Employees will ensure that expenditure of funds from university accounts under their responsibility and use of university assets are directed toward a university business purpose in accordance with university policies and procedures.
- 4.3 Each employee is responsible for reporting fraud and abuse to the university's Department of Assurance Services or the university's Police Department.

5.0 Confidentiality

- 5.1 Employees will ensure that all university information resources and records, including but not limited to student data, patient data, program client data, employee data and data regarding university business operations, are accessed and used only for official university and state business.

6.0 Conflict of interest

- 6.1 In all financial, operational and administrative practices, including but not limited to procurement transactions, employees will avoid direct and indirect conflicts of interest, and the appearance of conflict of interest, between the university, its related foundations, and affiliated organizations and parties with which the university, the foundations and affiliated organizations do business.

7.0 Safe working environment

- 7.1 Each employee is expected to maintain a safe working environment by complying with all environmental and workplace safety rules and by demonstrating a commitment to provide a productive work environment, one that is free from threats, intimidation and violence.

Adopted August 2005