



Policy # 53009

CODE OF ETHICS FOR BUSINESS AND PROFESSIONAL CONDUCT

Effective Date: June 19, 2009
Responsible Office: Human Resources
Division: Operations

Revised Date: July 8, 2020

I. PURPOSE/OBJECTIVE

To provide guidelines of acceptable behavior for persons employed at the university and to ensure that employees conduct the University's business affairs with uncompromising honesty and integrity.

II. STATEMENT OF POLICY

Grambling State University, as an educational institution and learning community, is based upon certain core values, including responsible citizenship, integrity, honor, accountability, mutual respect, leadership, and service. These and other core values are set forth in the State of Louisiana's Code of Governmental Ethics (LA R.S. 43: 31, Act 443 of 1979) and PS 43: Fraudulent and Unethical Behavior Policy. Members of the GSU community are expected to exercise responsibility appropriate to their position and delegated authority. They are responsible to the university community for their actions and their decision not to act. Each individual member is expected to conduct the business of the University in accordance with the Code in order to best serve the interests of the University.

Enacted pursuant to a state constitutional mandate that all state officials and employees be governed by a code of ethics, the law--Act 443 of 1979 -- sets strict standards for public employees and essentially prohibits the use of their public office for private gain. Employees are responsible for prompt reporting of any violations of this code, or any other instances of reasonably suspected fraud or malfeasance through the individual's chain of command at the University. If the employee is not comfortable reporting an incident through their supervisor, then the employee should report the matter to the Internal Auditor.

Additionally, employees should avoid activities that might suggest the appearance of any type of conflict of interest, especially when conducting business transactions which involve one's relatives. If an occasion should occur where an employee has to facilitate transactions for a relative (i.e., processing financial transactions, changing grades, etc.), then the entries or changes should be delegated to another employee. Any changes relative to the transaction should be clearly documented.

Behavior deemed unacceptable includes but is not limited to:

- A. Entering into public contracts without notifying the designee;
- B. Acting in a manner in which private interest is the primary objective;
- C. Using one's position for private benefit;
- D. Soliciting or accepting rewards or items or services likely to influence work performance in an unconstructive manner;
- E. Use of confidential information for private or inappropriate benefit;
- F. Use of position to obtain benefits unlawfully;
- G. Furnishing false information to the University, or forging, altering, or misusing University documents or instruments of identification with intent to defraud;
- H. Any abusive or unprofessional treatment of students, faculty, or other members of the University including any form of sexual harassment or discrimination on the basis of sex, race, religion, age, national origin, disability, or sexual orientation;
- I. Plagiarism, misrepresentation, or fraud in classroom or office settings;
- J. Any act or threat of violence made by an employee against another person's life, health, well-being, or property;
- K. Any act or threat of violence, including, but not limited to intimidation, harassment, or coercion;
- L. Any verbal or written transmission, correspondence, or e-mail initiated by an employee that constitutes threats, harassment, intimidation, or coercion toward another person;
- M. Any act or threat of violence, which endangers the safety of employees, students, or the general public;
- N. Any act or threat of violence made directly or indirectly by words, gestures, or symbols;
- O. Any possession of a weapon on the University premises other than by University Police Officers and other authorized law enforcement officials; or

- P. Employees in the Financial Aid Office are prohibited from processing awards for their relatives or for office co-workers. These aid packages should be awarded by the Financial Aid Director or his/her designee.

III. SANCTIONS

Violation of the code may be grounds for termination or student disciplinary action.