



Idaho State University

CODE OF ETHICS AND CONDUCT

PURPOSE

Idaho State University is a public research-based institution that advances scholarly and creative endeavors through academic instruction, and the creation of new knowledge, research, and artistic works. Idaho State University provides leadership in the health professions, biomedical, and pharmaceutical sciences, as well as serving the region and the nation through its environmental science and energy programs. The University provides access to its regional and rural communities through delivery of preeminent technical, undergraduate, graduate, professional, and interdisciplinary education. The University fosters a culture of diversity, and engages and impacts its communities through partnerships and services.

The purpose of this Code of Ethics and Conduct (Code) is to provide all individuals included within the scope of this Code with expected standards of conduct and behavior in their relationship with Idaho State University (ISU or University), its students, donors, and general public.

SCOPE

The Code applies to the members of the University community including faculty and other academic personnel, staff, temporary employees, student employees, volunteers, contractors, and agents. While the Code provides general guidance, it does not provide a complete listing or a definitive answer to every possible ethics question. If in doubt, seek advice from your colleagues, supervisor, or the Office of General Counsel.

RESPONSIBILITY

Members of the University community are expected to familiarize themselves with the laws, rules, regulations, policies, and procedures that apply to them. The Office of General Counsel has responsibility for interpreting legal requirements.

Failure to comply with the Code can have serious adverse consequences for individuals as well as the University in terms of reputation, finances, and the health and safety of the University community. It could also result in disciplinary action up to and including dismissal of employment, and under certain circumstances, criminal or civil legal action.

Members of the University community have a duty to speak up if they believe they are being pressured to do something they know or think is questionable or wrong, or if they believe their rights aren't being respected. There is an obligation to protect ISU by reporting potential or apparent violations of the laws, rules, regulations, policies, and/or procedures.

In addition, to fulfill the University's purpose, all members of the University community must meet expectations for excellence by providing high quality education and related services. Each person is expected to exhibit a high level of professionalism and personal integrity.

CORE THEMES

In striving to fulfill the University's purpose, all members of the University community must be dedicated to the University's core themes.

Core Theme One: Learning and Discovery: Idaho State University fosters student learning and discovery through teaching, research, and creative activity. ISU delivers high quality academic programs at all levels: technical certificates;

undergraduate, graduate, and professional degrees; and postgraduate professional training.

Core Theme Two: Access and Opportunity: Idaho State University provides diverse pathways to retention and graduation through educational preparation, academic and co-curricular opportunities, and extensive student support services.

Core Theme Three: Leadership in the Health Sciences: Idaho State University provides statewide leadership in the health sciences. With the academic support of its colleges and the division, the University offers a broad spectrum of degree levels and provides residency training in the health professions. New knowledge is created through biomedical, translational, clinical, rural, and health services research. Teaching, research, practice, and community partnerships provide interprofessional education and excellence in patient care. University clinics provide an environment for learning, inquiry and comprehensive health care service to the community.

Core Theme Four: Community Engagement and Impact: As an integral component of the community, Idaho State University develops partnerships and affiliations through the exchange of knowledge, resources, research, and expertise. Through a diverse university staff, faculty, and student body, ISU provides cultural, social, economic, and other opportunities to enrich the lives of citizens.

STANDARDS OF CONDUCT

The University holds itself and all members of the University community to the following standards of conduct:

Act Ethically and with Integrity

Ethical conduct is a fundamental expectation for every member of the University community. Members of the University community shall be truthful in all interactions with others, make decisions in a fair, objective, and impartial manner, and take responsibility for their actions and decisions.

Be Fair and Respectful to Others

ISU places a high value on human relations, diversity, and human rights. Consistent with these values, the University strives to maintain an environment that fosters collegiality and mutual respect for all individuals. When dealing with others, members of the University community shall perform their responsibilities with respect, care, compassion, and concern for the well-being of fellow members of the University community, and those they serve. Members of the University community shall refrain from using discriminatory, abusive, threatening, or profane language in their interactions with others.

EEO/Affirmative Action Program

Harassment or discrimination based on race, color, gender, religion, national origin, age, veteran status, physical or mental disability, genetic information, sexual orientation, gender identity, or any other protected class under federal, state, or local law, or ISU policy will not be tolerated. (See ISUPP 3060, 3080, 3100).

Faculty Student Relationship

Faculty shall not participate in evaluation or supervision of students with whom they have or have developed an amorous or familial relationship.

Employment of Relatives/Nepotism

It is the general policy of the University that no two persons of the same family (including spouse, child, parent, grandparent, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, niece, or nephew) may hold positions in which one of them is directly or indirectly responsible for recommendations or decisions involving the other in such matters as initial appointment, retention, promotion, salary, leave of absence, discipline, or any other job-related function of a supervisory nature.

Manage Responsibly

The University entrusts managers and supervisors with significant responsibility. They are expected to ensure access to and delivery of proper training, ensure compliance with laws and workplace rules, review performance objectively, and serve as a role model to others.

Protect and Preserve University Resources

The University is dedicated to responsible stewardship. Consistent with this value, Members of the University community are expected to exercise reasonable care in the use of University property.

The following activities are not tolerated: willful or negligent damage to University property; theft or dishonesty; tampering with or destroying University data, records or other information; disclosing confidential information; or unauthorized use of University equipment or materials.

University property must never be taken or used for personal use. The University has the right to monitor, for business reasons, any and all aspects of any University network system, including e-mail.

Political Activities of Employees

Employees may not exercise political rights in the name of the University or through the use of University or Board facilities; however, employees may use their ISU email to communicate with elected officials to express their opinion on political issues (See ISUPP 2400).

Promote a Culture of Compliance

University employees shall comply with all applicable laws, rules, and regulations of federal, state, and local governments, and with ISU policies and procedures. All employees are responsible for being familiar with the laws, rules, regulations, policies, and procedures that apply to their areas of responsibility.

Employee misconduct involves behavior which violates established laws, rules, regulations, policies, and/or procedures, or the rights of other members of the University community. The Office of General Counsel and/or the internal auditor will investigate allegations of misconduct related to fraud, abuse, waste, and non-compliance. The Office for Research will investigate allegations of misconduct related to research (See ISUPP 7060).

Idaho SBOE Conflict of Interest and Ethical Conduct

All employees are expected to follow the Board's Governing Policies and Procedures § II.Q., Conflict of Interest and Ethical Conduct—All Employees.

Avoid Conflicts of Interest and Commitment

Employees have an obligation to be objective and impartial in making decisions on behalf of the University. To ensure this objectivity and impartiality, members of the University community are expected to avoid and to disclose individual and institutional conflicts of interest. (See ISUPP 7070, Idaho Code § 18-1359 Using Public Position for Personal Gain; Idaho Code § 18-5701 Misuse of Public Moneys by Public Officers and Public Employees; and Idaho Code § 59-701 *et. seq.* Ethics in Government Act).

Outside Employment

Employees may engage in outside employment of a professional or personal nature, directly related to the professional or other competencies of the employee. However, no employee may undertake outside employment that interferes with the employee's assigned duties to the University. It is expected that employees who have outside employment disclose it in compliance with applicable conflict of interest policies. (See ISUPPs 10600 and 7070).

Private Consulting Outside the University

Private consulting by members of the University's professional staff is subject to guidelines established by the University. (See ISUPPs 10600 and 7070).

Carefully Manage Confidential Information

Members of the University community will ensure that all University information, resources, and records, including but not limited to student data, program data, employee data, and data regarding University business operations, are

accessed and used only for official University business. No confidential University information may be revealed to third parties without appropriate authorization. (See ISUPP 2160).

Maintain Accurate Records and Information

Employees must accurately record their working time, and employees may not record work time of other employees. Employees must not enter inaccurate or false information on any University records, and must keep records and documentation for the appropriate amount of time in accordance with state law and University policies and procedures.

Ethical Conduct and Research

All ISU faculty, staff and students involved in research are expected to promote and maintain high standards of integrity and accountability in the conduct of academic research. They are expected to conduct and report research with integrity and honesty. Research integrity is based on a foundational core of values of science – objectivity, honesty, openness, accountability, fairness and stewardship, which will be applied in all research conducted at ISU. ISU faculty, staff and students involved in research will not fabricate data or results, change or knowingly omit data or results, misrepresent results, or misappropriate ideas, writings, or findings of others.

Intellectual Property

As a public institution, the University is entrusted with the responsibility to see that all inventions and discoveries made at the University are administered in the best interests of the public. Members of the University community must abide by all laws, rules, and regulations governing the use of copyrighted materials, patented ideas, licenses, and proprietary information. This includes refraining from any activity that constitutes infringement of intellectual property. (See ISUPP 7010).

Academic Freedom/Faculty Ethics

ISU affirms its belief that academic freedom should not be abridged or abused.

Gifts and Gratuities

Idaho law governs the acceptance of gifts and gratuities by public employees. University employees are never allowed to accept gifts or gratuities in exchange for discretionary official action in connection with contracts, purchases, payments, claims, or other pecuniary transactions from a party known to be interested in or likely to become interested in such contract, purchase, payment, claim, or pecuniary transaction. However, there is an exception for a trivial benefit that does not exceed the value of fifty dollars (\$50.00) if there is no substantial risk of undermining official impartiality. (See Idaho Code § 18-1356 Gifts to Public Servants by Persons Subject to Their Jurisdiction, and § 18-1359 Using Public Position for Personal Gain).

Strive for a High Level of Work Performance

The University expects members of the University community to make a commitment to quality job performance and the highest standard of service at the lowest possible cost without compromising the best interests of ISU and those it serves. Poor performance or misconduct compromise both the members of the University community and the University itself.

Promote Health and Safety in the Workplace

The University is committed to maintaining a safe learning and work environment. Each member of the University community is responsible to ensure a safe, secure and healthy environment for all students, faculty, staff, volunteers, contractors, agents, and visitors. Members of the University community shall follow safe work practices and report work related injuries and unsafe situations.

Firearms Possession and Storage Policy

ISU regulates the possession, storage, and use of firearms on the University campus. (See ISUPP 9000).

Statement on Alcohol and Drugs

Members of the University community are required to obey federal, state, and local laws as well as policies of the Board and ISU regarding the use of drugs and alcohol on campus. ISU strictly prohibits the illegal use, manufacture, possession, purchase, sale, or distribution of any drug or controlled substance while on ISU property, while attending an ISU event, or while conducting ISU business.

Professional Standards

Some members of the University community are also governed by ethical codes or standards of their professions or disciplines. This includes, but is not limited to, attorneys, accountants, auditors, healthcare professionals, researchers, and engineers. It is expected that those standards be complied with, in addition to other laws, rules, regulations, policies, and procedures that apply.

REPORTING

Reporting

Members of the University community have an obligation to protect the University by reporting potential or apparent violations of the law, rules, regulations, policies and/or procedures. Members of the University community may report a violation of this Code 1) by verbal report to management, to the Office of Human Resources, or to the Office of General Counsel, 2) by writing a letter describing the suspected violation with as much detail as possible to permit the University to conduct an appropriate investigation, and directing the letter to the respective area Vice President, to the Office of Human Resources, or to the Office of General Counsel, or 3) anonymously through MySafeCampus at www.MySafeCampus.com or at 1-800-716-9007. Anonymous reports will be investigated and acted upon in the same manner as those that are not anonymous.

Retaliation

The University will not condone any retaliatory action taken against anyone who reports a violation in good faith, nor will the University tolerate any harassment or intimidation of anyone reporting suspected wrongdoing. Idaho law provides protection from retaliation for state employees who provide information about actual or potential violations concerning the waste of public funds, resources, or manpower in good faith. The law includes protection for those who participate in investigations, court cases, or administrative actions associated with such activity, and those who refuse to carry out or object to directives to commit an illegal act. (See Idaho Code § 6-2101 *et. seq.* Idaho Protection for Public Employees Act).