

CODE OF CONDUCT

In adopting Board Rule 106.2, the Board of Trustees sought to promote ethical conduct through the UA System Office, including staff, student workers, volunteers, contractors, agents, affiliates, and others providing services to or on behalf of the UA System Office (hereinafter collectively referred to as “community members”). This Code of Conduct shall at all times be interpreted to be consistent with Board Rule 106.2.

The UA System Office Code of Conduct is general and aspirational in nature, and is not intended to serve as a set of detailed rules, regulations, or a checklist. The Code of Conduct includes the following standards which embody Board Rule 106.2, and expand upon it as noted.

1. **Provide quality administrative services in furtherance of the mission of the Board and the constituent campuses to provide high quality education, research, and healthcare services in the State of Alabama.**
UA System Office community members should act ethically, professionally, honestly, and conscientiously, with an appropriate awareness of one’s responsibilities, and with personal accountability.
2. **Treat others with respect.**
UA System community members should display tolerance, diversity, respect, fairness, and equal opportunity for all members of our community. UA System Office community members shall avoid illegal harassment, discrimination, threats, and violence.
 - Inherent within this expectation is that the UA System Office will not tolerate any instance of bullying behavior in the workplace by any of its employees. Such behavior, although not necessarily unlawful, may impair the physical and psychological health of its victim(s), be it a fellow employee, student worker, volunteer, or student. Bullying behavior is considered to be repeated and on-going inappropriate behavior, either direct or indirect, by one or more persons against another or others. Bullying may be intentional or unintentional, examples of which include, but are not limited to:
 - Verbal bullying
 - Physical bullying
 - Non-verbal bullying
 - Cyber bullying
 - Exclusion
3. **Comply with applicable laws, regulations and policies.**
UA System Office community members should learn and follow governing rules, be proactive to prevent and detect violations, properly report suspected violations, and act to ensure proper resolution of issues and conflicts related to the same.
4. **Use confidential information responsibly.**
UA System Office community members should be wise custodians of confidential, proprietary, and private information.

5. **Acknowledge and appropriately manage conflicts of interest.**
 - UA System Office community members should be loyal to the Board’s mission and its institutions; should behave objectively and impartially in exercising their duties and discretion; and follow applicable ethical standards.
 - UA System Office community members must not use public offices or resources for private or other improper gain, or otherwise act under an improper conflict of interest related to their duties.
6. **Safeguard and accurately account for resources.**
 - UA System Office community members should be responsible stewards of and appropriately account for resources under their control, including property, equipment, finances, material, electronic and other systems.
 - UA System Office employees should prevent waste and abuse by adopting and following appropriate protocols, exhibiting sound practices, and should seek efficiency in operations.
7. **Promote a safe environment.**

UA System Office community members should promote personal safety, good practices, and security.
8. **Document, code, bill, and collect in accordance with applicable rules and regulations.**

Compliance with the applicable law and regulations is a priority in all operations. Recordkeeping should be performed in accordance with such goals.

Suspected violations of the UA System Office Code of Conduct should be reported in accordance with appropriate rules and procedures. All employees are expected to cooperate with investigations.

If employees see or suspect unethical, illegal, or inappropriate behavior that might otherwise violate this Code of Conduct, they should report their concerns to the UA System Office Human Resources Department. All information will be treated and maintained in a confidential manner, and any complaint information will be disseminated only on a need-to-know basis.

If an employee wishes to make such a report anonymously, they may do so via the [Compliance and Fraud Hotline](#).

It is a violation of this policy for any person to engage in reprisal or retaliation against an individual because that individual, in good faith, filed a complaint, testified, assisted, or participated in any process under this Code of Conduct or attempted to do so.