

Ethics

ETHICS POLICY

Ethical behavior is expected of all employees of the University of Houston-Downtown. Management and supervisory personnel at every level are expected to be role models for ethical behavior in their departments. They should create a departmental culture that:

- Promotes, expects and models the highest standards of honesty and integrity; and
- Encourages everyone in the department to voice concerns when unethical behavior or incidents of non-compliance with applicable laws, policies, rules or regulations arise.

Each employee has a personal obligation to report any activity that appears to violate laws, policies, rules, and regulations. The support of and adherence to the Institutional Compliance Program by all employees is considered a vital part of their job performance.

THE UNIVERSITY OF HOUSTON SYSTEM ETHICS POLICY

University of Houston System (UHS) employees are accountable to taxpayers for the use of public funds. High institutional and personal standards must be maintained to fulfill job responsibilities. These standards must include avoiding any action that would create even the appearance of a violation of laws or ethical principles.

The University of Houston System ethics policy requires:

- Employees to avoid using their positions for purposes that are, or give the appearance of being, motivated by a desire for personal, family or business gain; and
- Faculty and exempt employees to provide written disclosure of any pending relationship (consulting, investment, professional or other) that may involve a conflict of interest.

Written disclosures are to be reported to the Chancellor on an annual basis through the Vice Chancellor of Administration and Finance. University employees are to promptly disclose what they

believe to be a violation of this policy. Failure to do so may be grounds for disciplinary action up to and including termination of employment as well as possible criminal action.

No employee or member of the employee's immediate family shall:

- Solicit or accept any gift, favor, privilege, benefit, service, exemption or thing of value that might influence the employee in the performance of his or her job responsibilities.

[Note: Reference UH System Administrative Memorandum 02.A.09 - [Conflict of Interest](#) (PDF) for more detail. This excludes non-cash items less than \$50 and benefits that defray expenses incurred in the performance of official duties.]

- Make personal investments that could reasonably be expected to create a substantial conflict between the private interests of the employee and the interest of the University.

No employee shall:

- Solicit, offer or accept any benefit in exchange for a decision, opinion, recommendation, vote or other official action;
- Disclose confidential information gained by reason of his or her position or otherwise use such information for his or her personal gain or benefit;
- Accept consulting or external employment that might impair his or her independence of judgment in performance of University duties. All employees engaged in consulting and other forms of professional employment must comply with UH System Administrative Memorandum 02.A.08 - [Consulting and Paid Professional Service](#) [PDF];
- Transact any business for the University in his or her official capacity with any business entity of which the employee is an owner, officer, agent, employee or member, or in which the employee or member of the employee's immediate family owns a substantial interest or receives any benefit;
- Solicit, agree to accept or accept an honorarium for providing services on behalf of the University. This excludes food, transportation and lodging in connection with the service provided;

- Employ relatives in positions where the employee has the official authority to impact the hiring, retention, promotion or salary determination of the relative.

Reference:

UH System Administrative Memorandum

02.A.21 - [Nepotism](#) (PDF)

UHD Policy Statement:

02.A.03 - [Nepotism Policy](#) (PDF)

- Falsify or alter the reporting of time worked, salary records, or any document that would provide unearned benefits to the employee or another party.