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APS 4016 - Fiscal Code of Ethics

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Policy Profile

Policy Title:	Fiscal Code of Ethics
APS Number:	4016
Effective:	November 1, 2008
Approved by:	President Bruce D. Benson
Responsible University Officer:	Office of University Controller
Responsible Office:	Office of University Controller
Policy Contact:	The appropriate campus controller, who will consult with the University Controller as appropriate, will respond to questions and provide guidance regarding interpretation of this policy. The appropriate campus sponsored project office will provide interpretation of ethical issues deriving from research-related matters.
Supersedes:	Initial Policy - June 30, 2005
Last Reviewed/Updated:	November 1, 2008
Applies to:	All campuses

Policy Snapshot

Brief Description: Sets forth requirements for ethical behavior by employees and affiliate fiscal staff in the conduct of official university business.

I. Introduction

The University has a fiduciary responsibility to fulfill its overall mission in compliance with applicable policies, laws, regulations and rules, and contracts, grants and donor restrictions. Under Regent Policy, all employees are entrusted with the responsibility of preserving university resources and using those resources in a prudent manner for their designated purposes, as prescribed by policies, laws, regulations, and rules, and contracts, grants and donor restrictions [Regent Policy 13-R.III].

This policy statement sets forth the university's Fiscal Code of Ethics. This policy applies to all employees. In addition, if an affiliate's employee agrees to conduct fiscal transactions on behalf of the University as a resulting condition of her or his duties, this policy applies to all affiliate fiscal staff in conducting the university's fiscal transactions. Furthermore:

- As public employees, employees are obligated to comply with the code of ethics established in state law [C.R.S. 24-18-101 through 24-18-105, and 24-18-108 through 24-18-110].
- State criminal statutes provide criminal sanctions for employees who fail to disclose a conflict of interest [C.R.S. 18-8-308]; misuse official information [C.R.S. 18-8-402]; engage in official misconduct [C.R.S. Section 18-8-404 and 405]; or embezzle public property [C.R.S. Section 18-8-407].
- If the fiscal transaction involves university funds that were received from a federal sponsor, employees and affiliate fiscal staff must comply with applicable federal regulations and may be subject to sanctions detailed therein.

II. Policy Statements

A. Officers - as set forth in the Administrative Policy Statement (APS) Fiscal Roles and Responsibilities - are entrusted with fiscal responsibility for their functional area of responsibility and are responsible for setting a tone within their functional area of responsibility (and the University as a whole) for ethical conduct and integrity.
B. Officers are required to adhere to the Officer's Fiscal Code of Ethics.
C. Employees are required to adhere to the Employee's Fiscal Code of Ethics.
D. Officers, Finance System users, HRMS users, and Procurement Card users - whether employees or affiliate fiscal staff - are required to demonstrate their awareness of and compliance with the appropriate Fiscal Code of Ethics through the process described in the Finance Procedural Statement (FPS) Fiscal Code of Ethics Acknowledgement.
E. Officers must ensure that all employees working on a federal contract valued at or above $5 million demonstrate their awareness of and compliance with the appropriate Fiscal Code of Ethics through the process described in the Finance Procedural Statement (FPS) Fiscal Code of Ethics Acknowledgement.
F. Each officer may require other employees to demonstrate their awareness of and compliance with the Employee's Fiscal Code of Ethics through the process described in the FPS.

III. Procedures, Forms, Guidelines and Resources

A. Attachments

- Employee's Fiscal Code of Ethics
- Officer's Fiscal Code of Ethics

B. Procedures

- Finance Procedural Statement (FPS) Fiscal Code of Ethics

C. Related Administrative Policy Statements

The Accountability Suite of Fiscal Policies sets forth a number of requirements whose ultimate aim is to assure ethical conduct in processing university fiscal transactions and in the conduct of official university business. The policies within this suite include this policy and the following:

- Controller Function Decentralization
- Fiscal Certification
- Fiscal Misconduct Reporting
- Fiscal Roles and Responsibilities
- Officer Disclosure of Interests

In addition, this policy is interrelated with the following Administrative Policy Statements:

- Conflicts of Interest and Commitment
- Misconduct in Research and Authorship

D. Related Policies

- University of Colorado Denver Health Care Professional Conflict of Interest Policy

E. Educational Resources

Educational resources including guides, training announcements, and newsletters are announced and available on the Office of University Controller and related websites.

- Blackboard Course Fiscal Code of Ethics
- Sponsored Project Office Guidelines and Information

IV. Definitions

Italicized terms used in this Administrative Policy Statement are defined in the Administrative Policy Statement Glossary.

V. History

- Revised - November 1, 2008
- Initial Policy - June 30, 2005

Attachments:
Video:
Images:
Groups audience:

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