



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

BOARD OF REGENTS

8. CONDUCT OF MEMBERS OF THE UNIVERSITY COMMUNITY

Policy 8.A: Principles of Ethical Behavior

The Laws of the Regents Article ~~4~~8, Part ~~D~~B, makes members of the university community, including regents, officers, faculty, and staff, responsible for understanding and upholding the highest standards of legal and ethical conduct. The Principles of Ethical Behavior as outlined [in this policy](#) are not intended to be a comprehensive catalogue of all university rules and policies. Rather, these principles set forth the underlying expectations regarding the conduct and activities of the university community.

8.BA.1 Responsible Conduct

Members of the university community are expected to conduct themselves ethically, and in compliance with all applicable laws, regulations, and university policies. Members of the university community are expected to practice and model ethical and responsible behavior in all aspects of their work. Expected conduct includes conducting fair and principled business transactions; acting in good faith; being personally accountable for individual actions; conscientiously fulfilling obligations towards others; and ~~communicating demonstrating~~ ethical standards of conduct. ~~through instruction and example.~~

8.BA.2 Respect for Others

The University of Colorado recognizes that people are the most important resource in accomplishing its mission ~~in the areas of teaching, research, community service, and patient care~~. The University of Colorado values academic freedom, diversity, and respect for all persons. The university is committed to the principle of non-discrimination and does not tolerate harassment on any basis, including ~~race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy~~ ~~sex, race, ethnicity, religion, gender, sexual orientation, gender identity, gender expression, age, political affiliation, or political philosophy~~. Members of the university community are expected to treat colleagues, co-workers, and students with respect, professionalism, and dignity in all interactions and communications.

8.BA.3. Conflicts of Interest

As a state institution, it is imperative for both legal and ethical reasons that members of the university community do not improperly benefit from their positions ~~of trust~~ at the university. Members of the university community are expected to avoid actual and perceived conflicts of interest related to their work and position. Actual or potential conflicts must be appropriately disclosed in accordance with university conflict of

47 interest and conflict of commitment policies, so that such conflicts may be reviewed,
48 and as appropriate, managed or eliminated. Members of the university community are
49 responsible for identifying potential conflicts and seeking appropriate guidance.

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51 Conflicts of interest may also arise in the context of gifts, travel, and entertainment.
52 Members of the university community are expected to conduct themselves so as to
53 ensure that their positions are not misused for private gain with respect to the
54 acceptance of gifts ~~per the state law and the undertaking of university-related travel or~~
55 ~~entertainment.~~ Members of the university community may not solicit, accept, or agree
56 to accept any benefit that is intended to influence the employee in the performance of
57 ~~his or her~~their university duties.

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59 **8.BA.4 Research and Academic Integrity**

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61 ~~As members of a top research university, M~~members of the university community have
62 significant responsibility to ensure that research and academic work is conducted with
63 the highest integrity, and in compliance with federal and state laws, and university
64 policies. Academic freedom can flourish only in a community that values intellectual
65 integrity. University of Colorado researchers and scholars are expected to follow
66 campus policies when conducting research with human or animal subjects; protect
67 people and humanely treat animals involved in research or teaching; and follow and
68 demonstrate accountability for sponsors and regulatory body requirements. In
69 addition, researchers and scholars are to ensure originality of work, accurately and
70 fairly publish information, and fairly assign authorship credit on the basis of intellectual
71 contributions.

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73 **8.BA.5 Stewardship of University Property**

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75 The university is committed to responsible stewardship of university resources, and
76 members of the university community are expected to ensure that university property,
77 funds, and technology are used appropriately. These responsibilities include using
78 university property, equipment, and resources only for legitimate university purposes;
79 promoting efficient operations; following sound financial practices; and engaging in
80 appropriate accounting and monitoring.

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82 University property includes the university seal, name, and logo. The university
83 regulates the use of its seal, name and related trademarks and logos in order to
84 protect the university's reputation and to ensure that their use is related to the
85 university's educational, research, community service, and patient care missions.

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87 **8.BA.6 Contributing to a Safe Workplace**

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89 The University of Colorado is committed to protecting the health and safety of the
90 university community and creating a safe working and learning environment. Safe
91 workplace practices include participating in applicable training sessions, using
92 appropriate personal safety equipment; and reporting accidents, injuries, and unsafe
93 situations. Members of the university community are expected to conduct their
94 activities in an environmentally responsible manner. This includes carefully handling
95 chemical, radioactive and biological waste, and disposing of hazardous waste and
96 other potentially harmful agents in an environmentally safe manner.

98 The illegal use and possession of controlled substances and the possession of
99 firearms, explosives, and other weapons on university premises compromises the
100 safety of the university community. The University of Colorado prohibits the unlawful
101 manufacture, distribution, possession, or use of controlled substances and the
102 unlawful possession of weapons in or on any premises or property owned or controlled
103 by the University of Colorado.

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105 8.BA.7 Privacy and Confidentiality

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107 Members of the university community are the creators and custodians of many types
108 of information. Such information may relate to students, employees, alumni, donors,
109 research sponsors, patients and others. Members of the university community are
110 expected to comply with applicable legal, contractual, and policy obligations to
111 maintain the confidentiality of such information, protect it from improper disclosure, and
112 protect the privacy interests of individuals. To meet these responsibilities, members of
113 the university community are expected to follow document preservation and retention
114 guidelines, and maintain data security using electronic and physical safeguards.

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116 8.BA.8 Open and Effective Communication

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118 Except as limited by section 8.BA.7 of this policy, The University of Colorado is
119 committed to open communication and an environment of transparency.
120 Communicating openly with both internal and external constituents improves
121 relationships and allows the university to operate more effectively. Members of the
122 university community who have questions about a policy, decision, or activity are
123 encouraged to discuss the issue with the individual(s) directly involved before
124 discussing it with others. Supervisors are expected to respond in a timely manner to
125 concerns and communicate with all individuals involved in the matter. The university is
126 committed to providing the community with accurate information regarding the
127 business and affairs of the university. For this reason, and in order to provide a
128 coordinated, accurate, and timely response, all media and legislative inquiries should
129 be directed to the Office of University Relations.

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131 In furtherance of this principle, no employee of the university shall suffer punishment or
132 prejudice in employment because of communications with members of the Board of
133 Regents.

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135 8.BA.9. Reporting Suspected Misconduct (Whistleblower Policy)

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137 The University of Colorado is committed to meeting federal and state legal
138 requirements and fostering a culture of compliance. Members of the university
139 community are expected to report known and suspected violations of university
140 policies, as well as violations of applicable laws and regulations to appropriate offices.
141 The university provides several options for reporting violations. Unless reporting is
142 required to an appropriate office, members of the university community are
143 encouraged to first report any known or suspected violations to their direct supervisor.
144 Fraud, theft, embezzlement, abuse, or waste may be reported to the University
145 Department of Internal Audit. The university's Ethics Hotline allows individuals to
146 anonymously report concerns involving a possible violation of law, regulation, or policy.
147 All members of the university community who act in good faith in reporting known or
148 suspected violations of law or university policy are protected from retaliation.

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Policy 8.B: Professional Employee Conduct – University Staff

8.CB.1 Conflict of Interest – University Staff

(A) Obligations of University Staff

With the acceptance of a full- or part-time appointment at the University of Colorado, a university staff person agrees to conduct his or her affairs so that he or she shall not derive private gain from his or her association with the university, except as permitted by regent or university policies after appropriate disclosure to an appropriate official. University staff shall act in the best interest of the university, and arrange outside obligations, financial interests, and activities so as to not compromise their overriding commitment to the university.

(B) Officer Disclosure of Outside Interests

Officers shall submit an annual written disclosure of material outside interests and activities and the supervising authorities shall review such disclosures for possible conflicts of interest. The President of the University of Colorado shall establish a materiality threshold for such disclosures, and shall periodically review that threshold.

8.CB.2 Outside Consulting and Service on External Boards

~~University staff may be asked to provide consulting services to external organizations or to serve on boards of external organizations (collectively referred to as “Outside Services”). This policy sets forth the conditions under which university staff may engage in Outside Services that may affect the university or the university staff employment responsibilities.~~

~~General:~~

(A) ~~All Outside Services Consulting and service on external boards~~ that occur during an university staff’s normal working hours, for which no vacation leave is taken, ~~are is~~ subject to approval by the ~~employee’s university staff’s~~ supervising authority. Supervising authorities may authorize such ~~Outside Services-service~~ as long as such services advance the interest of the university and do not unduly conflict with the employee’s university employment responsibilities.

(B) ~~Consistent with state fiscal rules on honoraria, a~~Any compensation received for ~~Outside Services-consulting and service on external boards~~ occurring during the university staff’s normal working hours must be remitted to the university unless the ~~university staff employee~~ is on authorized vacation or unpaid leave.

(C) University staff’s providing ~~Outside Services-consulting and service on external boards~~ for organizations that do business with the university shall disclose their involvement with the external organization to their supervising authority, ~~even if the service occurs outside of the working hours. for~~ The supervising authority shall conduct an appropriate conflict of interest considerations review under Board and university policy.

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(D) University staff's who receive compensation or other remuneration from an external organization for ~~Outside Services consulting and service on external boards~~ shall not make or influence university decisions with respect to any business relations and decisions that involve the external organization.

- ~~For Officers of University and Officers of the Administration, the Outside Services consulting and service on external boards are disclosed to and are subject to the approval of the individual with personnel action authority as described in Policy 2-K.~~

Officers:

The following additional conditions are set forth for officers engaged in Outside Services:

- ~~(A) Outside Services may not unduly conflict with the officer's university employment responsibilities, regardless of when they occur.~~
- ~~(B) Outside Services for which compensation is received is permitted only if:~~

- ~~the Outside Services are requested because of the individual merit, expertise, and experience of the university officer; and~~
- ~~the Outside Services are disclosed to and are subject to the approval of the individual with personnel action authority as described in Policy 2-K.~~

History:

- Adopted: TBD
- Revised:
- Last Reviewed: