**Ethics Policy UPPS No. 01.04.02**

**Issue No. 9
Effective Date: 07/27/2021
Next Review Date: 07/01/2024 (E3Y)**

**Sr. Reviewer: Assistant Vice President for Institutional Compliance and Chief Compliance Officer**

**POLICY STATEMENT**

*Texas State University is committed to maintaining high ethical standards that promote the university’s mission and values.*

**01. BACKGROUND INFORMATION**

01.01 The university adopts as its policy, The Texas State University System (TSUS) Board of Regents’ ethics policy as published in [Chapter VIII of The TSUS Rules and Regulations](https://www.tsus.edu/about-tsus/policies.html) and incorporates its provisions into this policy.

01.02 University employees should refer to the [TSUS Rules and Regulations, Chapter VIII, Ethics Policy for Regents and Employees of The Texas State University System](https://www.tsus.edu/about-tsus/policies.html), for ethical questions involving:

a. anti-fraud and reporting of wrongful or fraudulent conduct;

b. travel expenses and allowances;

c. conflicts of interest;

d. Texas State’s code of ethics;

e. benefits, gifts, and honoraria;

f. political activities;

g. use of official authority;

h. dual office holding;

i. ethics training;

j. provisions related to procurement of goods and services;

k. disclosure in public communications of sponsors of contracted research; and

l. disclosure of interested parties contracting with TSUS components.

01.03 Other Texas State policies relating to ethical responsibilities include:

a. [TSUS Sexual Misconduct Policy](https://www.tsus.edu/about-tsus/policies.html);

b. [UPPS No. 04.04.07](https://policies.txstate.edu/university-policies/04-04-07.html), Nepotism and Related Employment;

c. [UPPS No. 04.04.06](http://policies.txstate.edu/university-policies/04-04-06.html), Outside Employment and Activities;

d. [UPPS No. 05.01.01](http://policies.txstate.edu/university-policies/05-01-01.html), Texas State University Property and Equipment;

e. [UPPS No. 04.03.02](http://policies.txstate.edu/university-policies/04-03-02.html), Gifts from University Funds;

f. [UPPS No. 01.04.40](http://policies.txstate.edu/university-policies/01-04-40.html), Reporting Criminal Offenses; and

g. [UPPS No. 04.01.07](http://policies.txstate.edu/university-policies/04-01-07.html), Appropriate Use of Information Resources.

01.04 The university will respond to and mitigate any identified non-compliances immediately. In an effort to prevent future non-compliance, university policies will be reviewed and revised as needed. Employees will be trained on the policy revisions to ensure their understanding of organizational expectations. In addition, disciplinary sanctions may be imposed as determined appropriate.

01.05 Employees may seek advice on ethical issues from the assistant vice president for Institutional Compliance and Chief Compliance Officer or the TSUS Office of General Counsel.

**02. DEFINITION**

02.01 Employee – all Texas State employees, including part- and full-time faculty, staff, and student employees.

**03. PROCEDURES FOR PUBLICATION OF THIS POLICY**

03.01 The assistant vice president for Human Resources will publish a synopsis of this policy in the [Staff Handbook](https://www.hr.txstate.edu/staffhandbook.html).

03.02 The provost and vice president for Academic Affairs will publish a synopsis of this policy in the [Faculty Handbook](https://www.provost.txst.edu/resources-faculty.html).

**04. REVIEWER OF THIS UPPS**

04.01 Reviewer of this UPPS includes the following:

Position Date

Assistant Vice President for Institutional July 1 E3Y

Compliance and Chief Compliance Officer

Assistant Vice President for July 1 E3Y

Human Resources

**05. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Assistant Vice President for Institutional Compliance and Chief Compliance Officer; senior reviewer of this UPPS

Vice President for University Administration

President