

Conflict of Interest and Code of Conduct Policy.

The University's Code of Conduct applies to all members of the University community. The University is committed to the highest ethical and professional standards of conduct as an integral part of its mission, the promotion of learning. To achieve this goal, the University relies on each community member's ethical behavior, honesty, integrity, and good judgment. Each community member should demonstrate respect for the rights of others. Each community member is accountable for his/her actions.

This code applies to the following members of the University community: 1) individuals who are paid by the University when they are working for the University, including officers, faculty and staff; 2) consultants, vendors, and contractors when they are doing business with the University; 3) trustees; and 4) individuals who perform services for the University as volunteers. The code of conduct refers to all these persons collectively as "members of the University community" or "community members."

Integrity and Ethical Conduct: This code of conduct describes standards to guide us in our daily University activities. We believe that these standard are already being followed. Our goal is to commit them to writing and to ensure that they are understood and followed by the community.

Compliance with Laws and University Policies: The University and each community member must transact University business in compliance with all laws, regulations, and University policies related to their positions and areas of responsibility. Understanding and following these standards can be complex, such as for example, in the areas of purchasing, use of technology, and employment matters. Only designated officers are authorized to sign contracts or authorize certain personnel actions.

In addition, community members are expected to behave in a manner which respects the freedom of others, as well as, refraining from interfering with, obstructing or disrupting a normal University activity, even while exercising their own freedom of expression. Managers and supervisors are responsible for teaching and monitoring compliance in their areas.

Reported Suspected Violations or Concerns: The University's compliance efforts focus on teaching members of the University community the appropriate compliance standards for the areas in which they work. Nevertheless, violations may occur. In addition, members of the University community may have concerns about matters that they are not sure represent violations. This section describes community members' responsibilities for reporting violations and concerns, and how these responsibilities may be carried out.

Each community member is encouraged to report violations or concerns about violations of this code of conduct that come to his/her attention. Managers have a special duty to

adhere to the standards set forth in this code, to recognize violations, and to enforce the standards. Disciplinary actions for proven violation of this code of conduct, or for retaliation against anyone who reports possible violations, will be determined on a case-by-case basis and may include termination of employment. Individuals who violate the code may also be subject to civil and criminal charges in some circumstances.

How to Report a Violation or Discuss a Concern: You may report violations or concerns to your immediate supervisor or department head or to the **University Ethics Officer at (817) 257-6798**. You may also call the independent **Ethics and Compliance Hotline at 1-877-888-0002**. Reports may be made anonymously to this number if the caller so desires.

For complete information, refer to TCU Policy 2.070 Conflict of Interest