



# NORFOLK STATE UNIVERSITY

## EMPLOYEE CODE OF ETHICS

Norfolk State University is entrusted by the Commonwealth of Virginia with the resources and responsibilities for creation, dissemination and preservation of knowledge. The University's employees are key to ensuring that high standards of ethical practice are used while attending to the custody and use of these resources. Employees' personal and professional conduct reflects on the University, their chosen profession and the Commonwealth of Virginia. To guide its employees in setting and practicing high standards of ethical conduct, Norfolk State University has developed the following Code of Ethics. Norfolk State University embraces the values expressed in this Code and requires their observance by all employees.

1. We are responsible for maintaining the highest level of ethical standards, and for complying with all applicable laws, regulations and University policies.
2. We will promote the integrity of all University business and transactions by avoiding engagement in actions (directly and indirectly) that are inconsistent with the State and Local Government Conflict of Interests Act or Virginia Public Procurement Act. We will avoid even the appearance of a conflict of interest, since the appearance of influence can be as important as its reality.
3. We do not accept anything of value offered in consideration of performing our public duties, other than the compensation, benefits and reimbursement of expenses duly authorized by the University or otherwise permitted by law. We do not accept any favor, loan, service, business or professional opportunity from anyone knowing (or when it should be known) that it is offered in order to improperly influence the performance of our public duties, or when acceptance thereof may reasonably be perceived as an impropriety in violation of University policy or state law.
4. We will adopt policies and programs in accordance with affirmative action and the Commonwealth's EEO policy, supporting the rights and recognizing the needs of all citizens regardless of gender, race, color, religion, national origin, age, disability, veteran status, sexual orientation, or political affiliation.
5. We will maintain the confidentiality and security of information entrusted to us by the University or its customers, except when disclosure is authorized or legally mandated.
6. We will not use University funds, property, equipment, services, or things of value for or in aid of political parties or candidates for public office.
7. We will not use University funds, property, equipment, services, systems, information, time and effort or our position for personal gain. We will protect the University's assets and resources and ensure their proper use by preventing theft, carelessness and waste and promoting efficient, effective and economical means of accomplishing tasks.

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8. We will adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Virginia Freedom of Information Act.
9. We will adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.
10. We will comply with accepted accounting rules and controls at all times. We will not make any false or misleading entries in the University's records for any reason whatsoever.
11. We will strive for excellence in the performance of our duties, mindful of cost and appropriate authorization.
12. We will nurture a climate of care, concern, and civility towards others.
13. We will report through appropriate means and channels any dishonesty, fraud, misconduct, violations or neglect of duty, when discovered. We will appropriately investigate all such reports and require warranted corrective action and discipline, in accordance with University policies and procedures and the law.

Each employee must understand and support the University's objectives and policies, must be capable of interpreting them within and beyond the University, and must contribute constructively to their ongoing evaluation and reformulation.

In discharging his or her duties in accordance with this Code of Ethics, each employee will enjoy the following rights:<sup>1</sup>

1. The right to work in a professional and supporting environment.
2. The right to have a clear written statement of conditions of his or her employment, procedures for professional review, and a job description outlining duties and responsibilities.
3. Within the scope of his or her authority and policy, the right to exercise judgment and perform duties without disruption or harassment.
4. Freedom of conscience and the right to refuse to engage in actions that violate the ethical principles contained in this Code.

***I have read and accept the conditions of this document.***

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***Signature***

***Date***

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<sup>1</sup> Adapted from the National Association of College and University Business Officers (NACUBO) Code of Ethics