

Business Ethics and Conduct Policy

Policy/Procedure

Dickinson College (the “College”) has implemented various policies and procedures to establish a foundation for acceptable standards of employee behavior in conducting business on behalf of the College. This document is intended to emphasize the importance of observing these standards and serves as a point of reference for policies and procedures in place at the College including, but not limited to, those policies found in the [Academic Handbook](#), [Employee Handbook](#) and [Campus Policies Manual](#).

Individual Responsibility and Accountability

Employees are expected to know and comply with the policies and procedures the College has established for managing its activities and programs.

Employees should assume and exercise responsibility appropriate to their positions and roles and exercise sound judgement that will further the interests of the College in the performance of their duties. As stewards of the College’s finances, assets and resources, all employees are responsible for conducting their work in the highest ethical fashion and are accountable for their actions and their decisions.

- [Background Checks](#)
- [Drug and Alcohol Policy](#)
- [Honesty in Academic Research](#)
- [Repayment of Overpaid Wages](#)
- [Statement of Policy and Procedures for Responding to Allegations of Research Misconduct](#)
- [Training of Undergraduates in Responsible and Ethical Conduct of Research](#)

Respect for Others

All members of the College community are expected to treat others with respect, honest and civility which reflects the College’s commitment to an inclusive community. This expectation applies to interactions with students, coworkers and anyone else in our community.

- [Admission Policies](#)
- [Equal Opportunity in Employment](#)
- [Inclusive Restroom & Bathroom Policy](#)
- [Noise Policy](#)
- [Policy and Procedural Statement for Students with Disabilities](#)
- [Preferred or Chosen Name Policy](#)
- [Protection of Minors Policy & Procedure](#)
- [Sexual Harassment and Misconduct Policy](#)
- [Workplace Violence](#)

Conflicts of Interest

Employees should not allow outside activities or outside financial interests to interfere with their fundamental obligation to act in the best interests of the College. Employees are expected to apply their time and effort appropriately and to only use College resources for business purposes. To avoid a conflict of interest, an employee must not participate in a decision on behalf of the College if his or her personal interest, professional interest or economic gain may be directly or indirectly influenced or affected by the outcome. College policies obligate certain employees to disclose any potential conflicts of interest and commitment.

- [Conflicts of Interest, Outside Employment, Gifts, and Gratuities](#)
- [Conflict of Interest in Research Policy](#)
- [Non-Profit Board Service by College Employees](#)

Compliance with Laws and Regulations

The College conducts its business in a heavily regulated environment and compliance with laws and regulations is important as a matter of legal responsibility as well as ethics. Employees must comply with federal, state and local laws and regulations relevant to the performance of their College responsibilities. Noncompliance can have severe adverse financial and other consequences, including damage to the College's reputation and interruption of operations. Each individual employee has a duty to maintain an awareness of current regulations impacting his or her area of responsibility. The Office of General Counsel should be consulted when the interpretation of an applicable law is in doubt.

- [1099 Tax Reporting and Withholding](#)
- [Anti-Money Laundering Policy](#)
- [Compliance & Enterprise Risk Management Policies](#)
- [Family and Medical Leave Act](#)
- [Institutional Animal Care and Use Committee Policies](#)
- [Institutional Biosafety Committee Policies](#)
- [Institutional Review Board](#)
- [Overtime and Flextime Policies](#)
- [Parental Leave](#)
- [Procurement Policy Manual](#)
- [Payments to Students](#)
- [Rent-Free Housing Provided by the College](#)
- [Sales Tax Collection, Reporting and Remittance Policy](#)
- [Taxation of Gifts, Prizes and Awards to Employees](#)
- [Unrelated Business Income](#)
- [Worker Classification and Payment](#)

Compliance with Contracts, Grants and Other College Obligations

Contracts and other formal obligations are an ordinary part of doing business with third parties. Entering into an agreement, including sponsored research funding, creates a legal obligation on behalf of the College to comply with the terms of the agreement, including applicable laws and regulations. Therefore, only individuals with delegated authority are authorized to enter into agreements on behalf of the College. Employees are expected to adhere to and act in good faith regarding the execution and satisfaction of all obligations assumed by the College.

- [Debt Management Policy](#)
- [External Grants Policy](#)
- [Gift Acceptance Policy](#)
- [Procurement Policy Manual](#)
- [Sponsored Projects & Grants Financial Administration Policies](#)
- [Sponsored Projects & Grants Policies](#)
- [Tax-Exempt Bond Compliance](#)
- [Unclaimed Property](#)

Stewardship of College Resources

Employees are expected to use College resources prudently and only for their intended purposes, consistent with the tax-exempt status of the College. College resources should not be used for personal benefit or by non-approved outside entities.

- [Agency Funds](#)
- [Auxiliary Enterprises](#)
- [Computer Hardware Acquisition, Disposition, Replacement and Disposal Policy](#)
- [Donations, Sponsorships and Gifts-In-Kind Policy](#)
- [Faculty Office Assignments](#)
- [Faculty/Staff Housing Policy](#)
- [Fixed Asset Management](#)
- [Joint Venture Policy](#)
- [Procurement Policy Manual](#)
- [Project Management Policy](#)
- [Surplus Property Policy](#)
- [Sustainability Policy](#)
- [Sustainable Paper Policy](#)
- [Travel and Related Expenses](#)
- [Vehicle Administration Policy](#)

Recordkeeping

Employees must allocate, assign, record and approve costs and effort timely and accurately. The accuracy and reliability of such reporting is an important compliance obligation of the College. Supporting documentation must be retained on file as required by the relevant College policies and procedures.

- [General Ledger Accounting](#)
- [Procurement Policy Manual](#)
- [Payroll Time Reporting](#)
- [Record Retention for Sponsored Projects](#)
- [Records Management and Retention Policy](#)

Internal Controls

Employees are expected to maintain and support the internal control measures on which sound business practices are based. Internal controls are critical to ensuring efficient operations, responsible financial management, accurate financial reporting, protection of assets and compliance with applicable laws and regulations. These controls include adequate segregation of duties; application of preventive and detective control systems; and compliance with authorization, reporting and other established management processes.

- [Computer Security Updating Policy](#)
- [Internal Controls](#)
- [Multi-Factor Authentication Requirement Policy](#)
- [Policy on Policies](#)

Confidential Information

Certain information concerning the College – such as budget, financial and research information, as well as personal information relating to faculty, staff, students or donors – is confidential and should only be disseminated within the College and then only to authorized personnel with a business purpose for such information. Employees must not divulge any information regarding the College to an outside party except for a legitimate business, research or academic purposes or in accordance with relevant law.

- [Data Security Incident Response Plan](#)
- [GLBA Information Security Plan](#)
- [Identity Theft Policy](#)
- [Payment Card Policy and Handling Procedures for Campus Merchants](#)
- [Privacy Notice](#)
- [Subpoenas and Other Requests for Information](#)

Obligation to Report

Employees at all levels are expected to support compliance with applicable College policies and procedures as well as applicable laws and regulations and to set a tone of intolerance for noncompliant, fraudulent or illegal activities. Any employee who has reason to believe noncompliance has occurred is obligated to report the incident(s) and all relevant information to an appropriate College authority.

- [Student Complaints of Improper Discharge of College Responsibilities by Faculty](#)
- [Whistleblower Policy](#)

Consequences of Violations

Violations of these standards or any other applicable law or regulation may carry disciplinary or other consequences, including dismissal.

Related Information

Academic Handbook
Employee Handbook
Campus Policies Manual

History/Revision Information

Responsible Office/Division: Financial Operations

Effective Date: May 2020

Last Amended Date:

Next Review Date: Annual review

Also Found In: