

GENERAL RULES OF CONDUCT/CODE OF ETHICS POLICY

All members of the university community share the responsibility of sustaining the highest principles of professional behavior. Regardless of the position to which one is assigned, each person employed by BGSU has the responsibility of promoting a healthy climate for learning and contributing to the success of the University's programs and services. Effective job performance serves to sustain and promote academic and professional excellence as well as ensure the sound management of institutional resources.

The university follows a participatory model of governance in which faculty, administrative and classified staff and students are engaged in discussion and consultation regarding university business. Such governance practice is marked by dedication to service, openness to disagreement, truth and candor in communication, acceptance of human error in the quest for excellence, tolerance for variations of style, compassion as an essential quality and reconciliation as an honorable process. Such standards are integral to the functioning of a mature university, and it is within this context that a code of standards and responsibilities has been developed. The following statements apply to all persons who are employed at any level at BGSU.

Ohio Revised Code sets forth the legal bases for the university and for all governance documents and basic institutional policies approved by the Board of Trustees. ***Employees, defined as faculty, administrative, and classified staff, full or part-time, permanent or temporary, at BGSU are to be guided by relevant provisions.***

Employees may not engage in conduct that is dishonest or fraudulent.

Employees should not accept duties, obligations, gifts or favors of monetary value or engage in private business or professional activities which conflict with the interests and policies of Bowling Green State University and the State of Ohio.

Misconduct in research, scholarly inquiry, or other forms of creative scholarly endeavor, is a violation of university policy.

Offers to teach for an external institution may constitute a conflict of interest. Employees interested in doing so are strongly urged to seek prior approval from the vice president of their area.

In order to avoid a conflict of interest, or an appearance of a conflict of interest, employees who engage in externally sponsored research are expected to do so with the assistance of the Office of SPAR. Employees *independently* engaged in externally sponsored research or consulting may be viewed as having a conflict of interest. While some reasonable amount of consultation or other work, or to have business interests outside the university, is permissible, such activities must be held to no more than one day a week on average and not interfere with the employee's university responsibilities. Sporadic or short-term arrangements are to be reported to the employee's unit head; contractual relationships also are to be endorsed by the non-academic supervisor or dean.

Inventions, films, instructional materials, audio-visual or other instructional materials produced while employed at BGSU are to be reported to the supervisor.

The Ohio Ethics Law prohibits exploitation of authority of a university position for personal monetary gain.

This law guards against public officials and employees who would misuse their positions for personal gain or benefit.

Employees maintain ownership of materials that they initiate and produce with the exception of works for hire, work substantially assisted by the university, works done under a sponsorship agreement between the university and an external agency, and works contributed to the university. In such cases, the rights and equities of ownership are negotiated and agreed upon in writing by the author/creator and the Associate Vice President for Research.

Employees are expected to perform their professional responsibilities fairly and impartially.

During the period of employment and for two years after, no public employee may disclose or use for personal profit, without appropriate authorization, any information acquired in the course of official duties that have been clearly designated as confidential.

Public employees may not use their official positions to secure anything of value that would not ordinarily accrue in the performance of one's official duties.

When in public, employees should clearly distinguish personal opinions from statements reflecting the university's positions and policies.

In keeping with the university's Affirmative Action Plan, first approved by the Board of Trustees on April 14, 1977, employees may not discriminate against individuals because of race, color, religion or creed, age, disability, sex, sexual orientation, national origin or veteran's status. All members of the university community understand their responsibility to create and maintain an environment free from discrimination and harassment.

All employees are covered by the Equal Opportunity Policy; all students are covered by the Equal Education Opportunity Policy.

Additional information on the General Rules of Conduct/Code of Ethics Policy may be found in the Administrative Staff Handbook, the Classified Staff Handbook and the Charter's Faculty Handbook.

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