



OLD DOMINION UNIVERSITY

University Policy

Policy #1002 CODE OF ETHICS

Responsible Oversight Executive:	Vice President for Human Resources
Date of Current Revision or Creation:	October 8, 2018

A. PURPOSE

The purpose of this policy is to establish the University's Code of Ethics, which strives to demonstrate the University's commitment to ethics and adherence to all applicable laws, regulations and University policies.

B. AUTHORITY

[Code of Virginia Section 23.1-1301, as amended](#), grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 6.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

C. DEFINITIONS

Supervisor - The management level with the authority to hire, assign work, manage work schedules, approve leave, evaluate, and discipline employees.

D. SCOPE

This policy applies to all employees, students, volunteers, and vendors of the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University's programs are in session. Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association.

E. POLICY STATEMENT

Old Dominion University recognizes its duty to uphold the public's trust and confidence, not only in following laws and regulations, but in following high standards of ethical behavior. Members of the Old Dominion University community are responsible for maintaining the highest ethical standards and principles of integrity. The Code of Ethics is a set of values-based statements that demonstrate the University's commitment to this goal. All University employees, students,

volunteers, employees of affiliated organizations who are paid through the University, and vendors of the institution are expected to adhere to the following Code of Ethics.

**Old Dominion University
Code of Ethics**

1. We will maintain the highest level of ethical standards, and comply with all applicable laws and regulations and University policies.
2. We will protect the integrity of all University business and transactions by avoiding engagement in any actions (directly or 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.
3. We will adhere to policies and programs that promote the highest standards of ethics, integrity and professional practices in the performance of our educational, research, scholarly and community outreach activities.
4. We will adopt policies and programs supporting the rights and recognizing the needs of all individuals regardless of race, color, religion, national or ethnic origin, age, sex (including pregnancy), political affiliation, veteran status, family medical and genetic information, sexual orientation, gender identity, gender expression, or disability.
5. We will maintain and protect 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, or services, or things of value for or in aid of political parties or candidates for public office, except as otherwise allowed for student organizations (See [Student Organization Handbook](#)).
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. We will promote efficient, effective, safe and economical means of accomplishing tasks.
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 the University's accounting policies and procedures and maintain strong internal controls at all times. We will not make any false or misleading entries in the University's records under any circumstances.
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.

F. PROCEDURES

Supervisors are responsible for notifying employees of, and monitoring their adherence to, the Code of Ethics. The Office of Human Resources will send an annual notification of the obligation of all employees to adhere to the Code of Ethics.

The Department of Procurement Services will add a reference to the University's Code of Ethics in all contracts and solicitations.

G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the [Commonwealth's Records Retention Schedules](#).

H. RESPONSIBLE OFFICER

Director of Human Resources for Employee Relations and Strategic Initiatives

I. RELATED INFORMATION

[Family Educational Right to Privacy Act \(FERPA\)](#)
[Agency Risk Management and Internal Control Standards \(ARMICS\)](#)
[America Competes Reauthorization Act of 2010](#)
[Hatch Act for State and Local Employees](#)
[The Health Insurance Portability and Accountability Act of 1996 \(HIPAA\) Privacy Rule](#)
[Governor's Executive Order Number One \(2018\) – Equal Opportunity](#)
[Governor's Executive Order 12 \(2006\) – State Employee Fraud, Waste, and Abuse Hotline](#)
[Governor's Executive Order 41 \(2006\) – Banning Smoking in State Offices and Vehicles](#)
[Governor's Executive Order 94 \(2005\) – Workplace Safety and Employee Health](#)
[State and Local Government Conflict of Interests Act, Code of Virginia Section 2.2-3100, et seq., as amended](#)
[Virginia Public Procurement Act, Code of Virginia Section 2-2-4300, et seq., as amended](#)
[Virginia Freedom of Information Act, Code of Virginia Section 2.2-3700, et seq., as amended](#)
[Virginia Department of Accounts Policies and Procedures \(including CAPP Manual\)](#)
[Virginia Department of Human Resource Management Policy 2.05, Equal Employment Opportunity](#)
[Board of Visitors Policy 1011 – Freedom of Expression](#)
[Board of Visitors Policy 1014 – Threat Assessment](#)
[Board of Visitors Policy 1210 – Authority to Act on Behalf of the University](#)
[Board of Visitors Policy 1240 – Resolution Concerning Employment](#)
[Board of Visitors Policy 1403 – Academic Freedom](#)
[Board of Visitors Policy 1404 – Professional Ethics](#)
[Board of Visitors Policy 1426 – Policy, Procedures and Timeline for Responding to Allegations of Misconduct in Scientific Research and Scholarly Activity](#)
[Board of Visitors Policy 1450 – Faculty Sanctions](#)
[Board of Visitors Policy 1470 – Faculty Grievance Policy](#)
[Board of Visitors Policy 1502 – Student Rights and Freedoms](#)

[Board of Visitors Policy 1530 – Code of Student Conduct](#)
[University Policy 3003 – Detection, Investigation and Reporting of Fraud and Misuse of University Property/Funds](#)
[University Policy 3220 – Policy on the Use of Tobacco and Smoking-Related Products, and Electronic Cigarettes and Vaporizers](#)
[University Policy 3223 – Environmental Health and Occupational Safety](#)
[University Policy 3230 – Vehicular Access to University Property](#)
[University Policy 3231 – Use of Bicycles, Skateboards and Personal Transport Devices on University Property](#)
[University Policy 3240 – Accident Review Committee](#)
[University Policy 3500 – Policy on the Use of Computing Resources](#)
[University Policy 3507 – Information Technology Accessibility Policy](#)
[Teaching and Research Faculty Handbook](#)
[Adjunct Faculty Handbook](#)
[Classified Employee Guidebook](#)
[Wage Employee Guidebook](#)
[Monarch Citizenship](#)

POLICY HISTORY

Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

<u>/s/ JaRena Whitehead</u>	<u>September 25, 2018</u>
Responsible Officer	Date

Policy Review Committee (PRC) Approval to Proceed:

<u>/s/ Donna W. Meeks</u>	<u>July 24, 2018</u>
Chair, Policy Review Committee (PRC)	Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

<u>/s/ September Sanderlin</u>	<u>September 25, 2018</u>
Responsible Oversight Executive	Date

University Counsel Approval to Proceed:

<u>/s/ R. Earl Nance</u>	<u>October 3, 2018</u>
University Counsel	Date

Presidential Approval:

<u>/s/ John R. Broderick</u>	<u>October 8, 2018</u>
President	Date

Policy Revision Dates: January 1, 2007; January 31, 2013; October 8, 2018

Scheduled Review Date: October 8, 2023