

Texas Tech University System

Regulation 01.05

Ethical Conduct and Required Training

Approved: March 28, 2018

Next Scheduled Review: November 2018

1. General

- a. Texas Tech University System (TTUS) and its component institutions are committed to ethical behavior and respect for all. In accordance with Texas Government Code Section 572.051 and Texas Education Code 51.9337, TTUS adopts the Code of Ethical Conduct in Exhibit 1. The Code of Ethical Conduct applies to every member of the TTUS community.
- b. Failure to follow both the letter and spirit of the Code of Ethical Conduct, applicable law and regulations, and TTUS rules, policies, codes, and handbooks may result in disciplinary action up to and including termination of employment, enrollment, or campus privileges.

2. Standards

- a. A committee comprised of the Offices of Audit Services, Equal Opportunity, and General Counsel will review the Code of Ethical Conduct annually in October and submit recommended changes to the Chancellor. The updated Code of Ethical Conduct will become effective November 1 each year.
- b. Each component institution is required to post the Code of Ethical Conduct on the component institution's main home website and on the web page of its Operating Policies (OPs).
- c. As required by Texas Government Code Section 572.051, each institution shall distribute this Code of Ethical Conduct, along with Texas Government Code Chapter 572, Subchapter C, *Standards of Conduct and Conflict of Interest Provisions*, to each new officer and employee no later than the third business day after employment or qualification for office.
- d. As required by Texas Education Code Section 51.9337(c), institutions shall ensure that each officer and employee completes ethics training. Such training shall be conducted upon employment and at least biennially thereafter and shall include the following:
 - i. The Code of Ethical Conduct;
 - ii. Standards of conduct and professionalism;
 - iii. Conflicts of interest;
 - iv. Conflicts of commitment;
 - v. Outside activities;
 - vi. Use of institutional resources;

- vii. Protection of confidential information; and
- viii. Prohibition on acting as an agent.
- e. TTUS component institutions may incorporate this Code of Ethical Conduct into existing ethics policies. There will be no variances to the Code of Ethical Conduct.

3. Reporting Requirements

TTUS component institution Offices of Human Resources shall certify to the System Office of Equal Opportunity the following information annually by December 1:

- a. The adoption and posting of the approved Code of Ethical Conduct;
- b. The initial notification and distribution of the Code of Ethical Conduct to all officers and employees;
- c. The timely distribution of the Code of Ethical Conduct and Texas Government Code Section 572.051 to new officers and employees; and
- d. Confirmation that all officers and employees received training as required.

Contact Office: TTUS Office of Equal Opportunity
(806) 742-3627

EXHIBIT 1

The Texas Tech University System Code of Ethical Conduct

Texas Tech University System and its component institutions, Texas Tech University, Texas Tech University Health Sciences Center, Angelo State University, and Texas Tech University Health Sciences Center El Paso (collectively, “TTUS”) expect all members of the TTUS community to behave in a way that allows TTUS institutions to accomplish their respective missions in accordance with the principles set forth below. The following Code of Ethical Conduct (“Code”), which applies to every member of the TTUS community whether employee, student, or external constituent, is intended to support a culture and environment of honesty, integrity, fairness, transparency, conservation, ethical scholarship, diversity, and respect for others and the law. This Code applies to all aspects of your life as a member of the TTUS community.

Honesty. Be honest. Demonstrate honesty by being truthful, trustworthy, and fair.

Integrity. Act ethically. Do the right thing even if no one is watching. TTUS is committed to achieving excellence and expects a high standard of professionalism through ethical behavior.

Fairness. Be fair. Hold yourself accountable. Take personal responsibility for your actions. Before you act (or fail to act), carefully consider the consequences, both intended and unintended.

Transparency. Be transparent in all activities, including governance, operations, research, and academics. Promptly and openly identify and disclose conflicts of interest and conflicts of commitment. Take appropriate steps to either eliminate such conflicts or ensure that they do not compromise TTUS procedures and values or violate the law. Do not exploit your professional relationships or TTUS position for personal gain.

Conservation. Protect and conserve all TTUS resources, tangible and intangible – our people, our land, our property, our time, our ideas, and our ideals. Don’t disclose confidential information. Put forth your best effort to make TTUS the best it can be.

Ethical Scholarship. Don’t cheat. Embrace ethical practices with regard to the acquisition, use, and dissemination of knowledge and research. Uphold scientific standards.

Diversity. Stop seeing differences. Start seeing strengths. TTUS values cultural and intellectual diversity because it enriches our lives and the community as a whole, promoting access, equity, and excellence. Create an environment of mutual respect, appreciation, and tolerance for differing values, beliefs, and backgrounds. Do not discriminate against each other or those whom we serve, and promptly report discrimination.

Respect for Others. Treat everyone with respect and dignity. Do not infringe on the rights or personal values of others. Create an environment that is free of bullying, harassment, and retaliation, and report those who do bully, harass, or retaliate. While TTUS encourages, and indeed expects, the free expression of views, address differences in viewpoints in a professional and civil manner. Personal attacks or insults of individuals have no place in the TTUS environment.

Respect for the Law. Obey the letter and spirit of the law.