



# **BUSINESS ETHICS HANDBOOK**

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## BUSINESS ETHICS HANDBOOK

Integrity and ethics exist in the individual, or they do not exist at all. They must be upheld by individuals, or they are not upheld at all. To ensure that integrity and ethics are characteristics associated with New Mexico State University, each NMSU official, employee and representative is expected to comply with the Principles of Ethical Conduct expressed in NMSU Policy 3.19.20:

1. Members of the university community are expected to exercise and demonstrate personal and professional honesty and to respect the rights, values and contributions of others.
2. Members of the university community are expected to be aware of and comply with relevant laws, regulations, contract requirements and university policies and procedures. An unethical practice should never be condoned on the grounds that it is “customary” or that it serves a worthy goal.
3. Individuals with access to confidential, proprietary or private information must never use or disclose such information except where authorized or legally obligated to do so.
4. All members of the university community are responsible for avoiding, where possible, real or potential conflicts of interest and commitment between personal and professional responsibilities, including relationships that have the appearance of a conflict.
5. The university’s interests should be foremost in all official decision making and employees and others acting on behalf of the university shall remove themselves from decision-making roles that involve them in any personal capacity or which involve their friends or family members.
6. All individuals acting on behalf of the university have a responsibility to ensure that funds and other assets received are used in an ethical manner. Assets of the university (including personnel), whether tangible or intangible, may not be used for illegal purposes or personal gain.
7. Members of the university community shall strive to present all information, including financial information and research data and results, completely and accurately.

A NMSU employee who has reasonable grounds to believe an ethics violation has occurred should talk to a supervisor or the fiscal monitor for their academic or administrative unit. If the supervisor or fiscal monitor is involved in the alleged violation, the employee may report outside the employee’s reporting line and unit to report to the Administration and Finance Office or to the Office of Audit Services. Additionally, the University also maintains a confidential reporting line by which employees, students and the public may anonymously report suspected fraud or other concerns. *See* [www.ethicspoint.com](http://www.ethicspoint.com) Retaliation for having made a report, or for cooperating with any resulting investigation is prohibited, and will be grounds for disciplinary action up to and including termination of employment, should it be substantiated.

In addition to the above Principles of Ethical Conduct, NMSU officials, employees and representatives are expected to comply with all other applicable policies, procedures, laws, union contracts and regulations which address ethical conduct and standards of business conduct for specific situations. *See* the table below.

## **Cross Reference to Other Ethics/Conduct Policies and Procedures**

Policy 3.19.20 describes generally the ethical business principles and practices by which all NMSU entities shall operate. It is supplemented by many other policies and procedures addressing appropriate conduct for specific situations. Those other policies or procedures include, but are not limited to those listed in the following table.

<b>NMSU Policy Manual or Other Cite</b> (note: reference to a Policy includes all subparts)	<b>Policy Title/Description</b>
3.19	Conflict of Interest-Ethical Conduct
3.20	Conflicts of Interest and Conflicts of Commitment in General
3.21	Conflicts of Interest and Commitment in Sponsored Activities
3.22	Conflicts of Interest Arising from Consensual Relationships
3.31	Distribution of Effort
5.94	Research (See Ethics as Related to Misconduct in Scholarship and Research; Human Subjects in Research; Procedures and Responsibilities Pertaining to the Use of Animals in Research; Institutional Biosafety; and Radiation Safety)
Student Code of Conduct	See for definition of plagiarism, Academic Misconduct Policy/Procedures and other student misconduct policies
Student Athlete's Code of Conduct	See for policies and procedures that apply to NMSU student athletes
<a href="http://www.nmstatesports.com">http://www.nmstatesports.com</a>	See for NMSU's compliance with NCAA requirements
NMSU Confidential Reporting Line	See <a href="http://www.Ethicspoint.com">http://www.Ethicspoint.com</a> or call 1-866-ETHICSP (1-866-384-4277) to submit a confidential concern regarding ethics or other suspected policy/procedure violation
3.25	EEO and Diversity on Campus
3.30	Disability Accommodation
3.94	Sexual Harassment Policy – Gender Discrimination
1.20	Gender Equity Policy and Statement of Principles
2.35.1.1	General [ICT use] Policies
2.37	Investments
2.45	Lobbying

<b>NMSU Policy Manual or Other Cite</b> (note: reference to a Policy includes all subparts)	<b>Policy Title/Description</b>
2.85	University Logo
2.90	University Records
2.91	Identity Theft Prevention Program
3.05	Alcohol at NMSU Including Sanctioned Events
3.40	Drug-Free Workplace
3.50	Firearms
3.63	Freedom of Expression
3.75	Non-Work Related Use of University Resources
3.86	Political Activity
3.92	Sales and Solicitation
3.98	Smoking Policy
3.99	Prohibition of Hazing and Hostile Misconduct
4.50	Outside Employment and/or Activities
5.05	Academic Freedom
5.30	Consulting
5.84	Office Hours
8.75	Workweek
Business Procedures Manual	See for standard business operational and transactional requirements
Signature Authority Table	See for the President's delegations of authority to approve and sign specified business transactions
All Hazards Emergency Operation Plan	See for roles and responsibilities of campus administrators and emergency response personnel applicable in the event of major incidents and disasters
Fire Prevention Guidelines and Practices	See for the national, state and university requirements relating to fire prevention and fire safety
Cash Safeguarding Manual	See for the policies and procedures governing the proper handling of cash to ensure the safeguarding of university assets and to protect the employees and departments
<a href="http://rnr.nmsu.edu/disposition.html">http://rnr.nmsu.edu/disposition.html</a>	See for Records Retention and Disposition guidelines
<a href="http://www.nmsu.edu/safety/">http://www.nmsu.edu/safety/</a>	See for environmental health and safety compliance requirements