



Ethical Statement of Values Appendix G

ETHICAL STATEMENT OF VALUES

The University of West Georgia has a fiduciary responsibility to fulfill its overall mission in compliance with applicable policies, laws, regulations and rules. This policy statement sets forth the university's Ethical Statement of Values for employees who agree to conduct fiscal transactions on behalf of the university as a resulting condition of her or his duties.

As public employees, university employees are expected to inform themselves about and comply with applicable University policies and procedures. In addition, university employees are obligated to comply with the State of Georgia Codes of Ethics and Conflicts of Interest [O.C.G.A. § 45-10-1]. Furthermore, state criminal statutes provide criminal sanctions for employees found guilty of having used state funds for personal benefit or gain by means of a purchase order, government contract, credits card, charge card, or debit card, or other such payment vehicle. [Part 1 of Article 3 of Chapter 5 of Title 50 of the Official Code of Georgia Annotated – Section 50-5-80]

I. Professional Values

Employees should demonstrate the following behaviors in carrying out fiscal transactions:

- Strive to exceed the demands for honesty, fairness, and justice in dealings both with and on behalf of the university;
- Put loyalty to the highest moral principles and to country above loyalty to persons, party, or government department;
- Exhibit professionalism in the workplace, and conduct themselves in a way that will continue to promote the public's confidence in the integrity of the University; and
- Strive to fulfill their assigned responsibilities, and be proactive in developing the skills necessary to provide high job performance

II. Employment Responsibility

Employees shall, in the performance of their responsibilities be expected to:

- Safeguard the assets of the institution from fraud, waste, and abuse;
- Strictly adhere to the policies and procedures governing the use of the State Purchasing Card as set forth by the Georgia Department of Administrative Services (DOAS) guidelines, Board of Regents Business Procedures Manual and all applicable University policies and procedures;
- Exercise prudence and integrity in the management of resources in their custody and in all fiscal transactions in which they participate;
- Be fair-minded, non-discriminatory, and treat all individuals, both internal and external to the University community equitably, with civility, respect and dignity
- Act in a competent manner and in compliance with Federal and State laws and regulations and University policies;
- Not knowingly be a party to or condone fiscal misconduct;
- Report fiscal misconduct to the Office of Internal Audit as required by the university's policy;

- Expose corruption whenever discovered;
- Protect privileged or confidential information to which they have access by virtue of their position;
- Comply with the requirements of the State Code of Ethics as applicable to them [O.C.G.A. § 45-10-2 Code of Ethics for Government Service: section 45-10-1 (Ga. L. 1968, p. 1369)].

III. Conflict of Interest

Employees shall actively avoid conflicts between personal and university interests by:

- Taking action to mitigate any real or perceived conflicts of interest; and
- Never discriminating unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accepting, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties;
- Disclosing all financial and personal interests as required by university policy.
- Never using any information coming to him or her confidentially in the performance of University duties as a means for making private profit.
- Uphold these principles, ever conscious that public office is a public trust

ACKNOWLEDGMENT STATEMENT

"I acknowledge that I have reviewed the university's Statement of Ethical Values and promise to strive to adhere to this code during my employment at the university."

Employee Name Printed

Employee Signature

Date

Supervisor Name Printed

Supervisor Signature

Date