

Major Policies in the Handbook for Business & Fiduciary Conduct

BUSINESS & FIDUCIARY CONDUCT	Which section of the Operations Manual?	What is the relevant policy?
A. General Statement of Conduct		
1. Fairness, integrity, respect	Community Policies	<u>Policies on Human Rights, Affirmative Action, and Equal Employment Opportunity (Part II, Ch 1-11)</u>
2. Compliance with law and policy	Human Resources	<u>Policies on Ethics & Responsibilities for UI Staff (Part III, Ch 16.4)</u>
B. Objectivity in Decision Making		
1. Conflicts of interest relating to business activities		
a. General	Community Policies	<u>Conflict of Commitment & Interest Policy (Part II, Ch 18)</u>
b. Purchasing	Admin, Financial, Facilities	<u>Conflict of Interest in Purchasing (Part V, Ch 11.14)</u>
c. Personal interest in contracts	Admin, Financial, Facilities	<u>Policy on Purchases from University Faculty or Staff (Part V, Ch 11.15)</u>
2. Undue influence: giving and receiving gifts	Community Policies	<u>Policy on Prohibition of Giving & Receiving Gifts (Part II, Ch 35)</u>
3. Lobbying by public employees and officials	Community Policies	<u>Policy on Lobbying Restrictions Applicable to Public Employees & Officials (Part II, Ch 34)</u>
C. Use of University funds and resources for University purposes		
1. Use of funds		
a. Travel	Admin, Financial, Facilities	<u>Policy on Travel Regulations (Part V, Ch 22)</u>
b. Purchases for non-University purposes	Admin, Financial, Facilities	<u>Policy on Purchasing (Part V, Ch 11.22)</u>
2. Use of assets, resources, information, and services for University purposes		
a. Grounds, facilities, property	Admin, Financial, Facilities	<u>Policy on Use of University Facilities (Part V, Ch 35);</u> <u>Policy on Private Use of Public Property (Part V, Ch 12.10)</u>
b. Computing resources	Community Policies	<u>Policy on Acceptable Use of IT Resources (Part II, Ch 19)</u>
c. Information		
d. Supplies	Human Resources	<u>Policy on Use of University Supplies (Part III, Ch 17.17)</u>

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e. University name	Community Policies	<u>Policy on Use of University Name (Part II, Ch 33)</u>
f. University business opportunities	Human Resources	<u>Policy on Usurpation of University Opportunities (Part III, Ch 17.17)</u>
g. Cell phones	Admin, Financial, Facilities	<u>Cellular Phone Policy (Part V, Ch 11.23)</u>
h. Telecommunications and network services	Services	<u>Policy on IT Services (Part VI, Ch 3.6)</u>
D. Integrity in the conduct of University business		
1. Accounts payable		
2. Purchasing	Admin, Financial, Facilities	<u>Purchasing Policy (Part V, Ch 11)</u>
3. Contracting process	Admin, Financial, Facilities	<u>Policy on Contracting Authority (Part V, Ch 6)</u>
a. Signatory authority	Admin, Financial, Facilities	<u>Policy on Delegation of Signature Authority (Part V, Ch 7.3)</u>
b. Contract review		
c. Adherence to terms and conditions of contracts		
4. Account management (recording, allocating, charging costs)		
5. Restriction on competition with private enterprise	Admin, Financial, Facilities	<u>Policy on Competition with Private Enterprise (Part V, Ch 21)</u>
6. Cash Handling	Admin, Financial, Facilities	<u>Policy on Cash Handling & Credit Card Handling (Part V, Ch 4)</u>
7. Grant Accounting	Human Resources	<u>Policy on Supplemental Activities and Extra Compensation (Part III, Ch 17.17)</u>
8. Reporting suspected violations	Human Resources	<u>EthicsPoint</u>