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| <b>The University of North Texas at Dallas Policy Manual</b>    | Chapter 5.000          |
| <b>05.007 Employee Ethics and Standards of Employee Conduct</b> | <b>Human Resources</b> |

**Policy Statement.** The University of North Texas at Dallas (UNT Dallas) is committed to a culture of integrity and ethical behavior. It is of the highest importance that the people of the State of Texas have complete confidence in the integrity of their public servants. This need is especially critical in the area of state-supported higher education. The responsibility for educating and training the future leaders of the state and nation carries with it the duty to adhere to the highest ethical standards and principles. UNT Dallas has adopted this ethics policy to enable its officers and employees to perform their duties and responsibilities in accordance with the highest ethical standards and in compliance with law. The standards of conduct and ethical principles included in this policy shall apply to all persons employed by any department, program, or service of UNT Dallas regardless of rank or position.

**Application of Policy.**

All Officers and Employees (includes all Faculty and Staff)

**Definitions.**

1. **Benefit.** A “Benefit” means anything reasonably regarded as pecuniary gain or pecuniary advantage, including benefit to any other person in whose welfare the officer or employee has a direct and substantial interest.
  
2. **Chief Procurement Officer.** “Chief Procurement Officer” means the Vice Chancellor for Finance.
  
3. **Family Member.** “Family Member” means anyone related to an officer or employee involved in procurement or contract Management within the second degree of consanguinity (related by blood) or second degree of affinity (related by marriage). Second degree of consanguinity includes a parent, child, sibling, grandparent, or grandchild. Second degree of affinity includes a spouse, stepparent, stepchild, or spouse of a person within the second degree of consanguinity. It also includes anyone related to the officer’s or employee’s spouse by the second degree of consanguinity. A chart regarding affinity and consanguinity is posted on the UNT System Procurement Services website for reference.
  
4. **Financial Interest.** “Financial Interest” means an interest—other than a retirement plan, a blind trust, insurance coverage, or an ownership interest of less than one percent in a corporation—where the officer or employee or officer’s or employee’s family member:

- a. owns or controls, directly or indirectly, an ownership interest of at least one percent, including the right to share in profits, proceeds, or capital gains, in an entity that provides goods or services; or
  - b. could reasonably foresee that a contract with an entity that provides goods or services could result in financial benefit to the officer or employee or the officer's or employee's family member.
- 5. Officers and Employees involved in Procurement or Contract Management. "Officers and Employees involved in Procurement or Contract Management" means:
  - a. UNT System Procurement Services buyers and senior buyers;
  - b. Purchasing card users;
  - c. Officers or employees of UNT authorized to request the approval of a contract for the purchase of goods and services from UNT System Procurement Services;
  - d. Officers or employees of UNT authorized to sign contracts involving the purchase of goods or services;
  - e. An officer or employee who requests approval of a purchasing card transaction, bid or contract for the purchase of goods or services from a person in category a, b, c or d of this definition.
- 6. Potential Conflict of interest. A "Potential Conflict of interest" exists when an officer or employee involved in procurement or contract management or a family member of the officer or employee has a financial interest in a private vendor that is a party to a purchasing card transaction, contract or bid for a purchase of goods or services involving the System or an Institution.
- 7. Procurement Director(s). "Procurement Director(s)" means the UNT System Associate Vice Chancellor for Treasury, the Senior Director of Procurement Services, and the Director of Purchasing.
- 8. Spouse. "Spouse" means a person in a legally recognized union of two individuals in a marital relationship, including a common law marriage as recognized by the law of the State of Texas.

### **Procedures and Responsibilities.**

- I. In accordance with Texas Government Code §572.051(c), UNT Dallas has adopted this written ethics policy. The UNT Dallas Office of Institutional Compliance will coordinate with the System Division of Human Resources to ensure that each new officer and employee will receive a copy of this ethics policy not later than the third business day after the date the person begins employment or takes office with UNT Dallas.

**Responsible Party:** Office of Institutional Compliance

- II. Officers and employees shall conduct themselves in a manner that strengthens the public's trust and confidence by adhering to the following principles:
- A. Honesty and accountability;
  - B. Transparency and openness;
  - C. Integrity;
  - D. Conduct in accordance with standards and principles set out in this policy;
  - E. Fairness;
  - F. Commitment to compliance.

**Responsible Party:** Officers and Employees

- III. Officers and employees shall perform their duties and activities in conformity with applicable federal, state, and local laws, administrative rules, Regents Rules, System regulations, UNT Dallas policies, and this ethics policy. Failure of an officer or employee to comply with one or more of the standards of conduct and ethical principles set forth in this policy shall constitute grounds for removal from office, or for disciplinary action, including suspension or discharge.

**Responsible Party:** Officers and Employees

- IV. Standards and Principles of Ethical Conduct.

A. Officers and employees shall not:

- i. accept or solicit any gift, favor, or service that might reasonably tend to influence the officer or employee in the discharge of official duties, or that the officer or employee knows or should know is being offered with the intent to influence the officer's or employee's official conduct;
- ii. intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his or her

official powers or performed his or her official duties in favor of another;

- iii. disclose confidential information, information that is excepted from public disclosure under the Texas Public Information Act, or information that has been ordered sealed by a court, that was acquired by reason of the officer's or employee's official position, or accept other employment, including self-employment, or engage in a business, charity, nonprofit organization, or professional activity that the officer or employee might reasonably expect would require or induce the officer or employee to disclose confidential information, information that is excepted from public disclosure under the Texas Public Information Act, or information that has been ordered sealed by a court, that was acquired by reason of the officer's or employee's official position;
- iv. accept other employment, including self-employment, or compensation or engage in a business, charity, nonprofit organization, professional or other outside activity that could reasonably be expected to impair the officer's or employee's independence of judgment in the performance of the officer's or employee's official duties or otherwise interfere with an officer's or employee's duties and responsibilities to UNT Dallas;
- v. make personal investments or have a direct or indirect personal, financial or other interest, or engage in a business transaction or professional activity, or incur any obligation that is in substantial conflict with the proper discharge of the officer's or employee's duties or that could reasonably be expected to create a substantial conflict between the officer's or employee's private interest and the public interest;
- vi. utilize state time, property, facilities, or equipment, or other resources for any purpose other than official state business, unless such use is reasonable and incidental and does not result in any direct cost to the State of Texas or the System or to UNT Dallas, interfere

with the officer's or employee's official duties, or interfere with the functions of the System or UNT Dallas;

- vii. utilize his or her official position, or state issued items, such as a badge, indicating such position for financial gain, obtaining privileges, or avoiding consequences of illegal acts;
- viii. act as an agent for another person in the negotiation of the terms of an agreement relating to the provision of money, services or property to the System or UNT Dallas;
- ix. knowingly make misleading statements, either oral or written, or provide false information, in the course of official state business;
- x. engage in any political activity while on state time or utilize state resources for any political activity;
- xi. engage in actions regarding his or her employment that would create the appearance of violating the law, Regents Rules, System regulations, or UNT Dallas policies;
- xii. knowingly or intentionally violate the law, Regents Rules, System regulations, or UNT Dallas policies regarding his or her employment;
- xiii. sexually harass or engage in sexual misconduct related to any guests and visitors to the campus or any member of the University community including faculty, staff, students and candidates for University positions; or
- xiv. make a commitment or promise of any kind purporting to bind UNT Dallas unless authorized to do so by the Board of Regents.

B. Officers and employees shall:

- i. perform their official duties in a lawful, professional, and ethical manner;

- ii. adhere to all state and federal laws, regents rules, System regulations and UNT Dallas policies that provide equal opportunity for all persons regardless of race, color, religion, sex, national origin, age, disability, genetic information, or veteran status;
  - iii. put forth honest effort in the performance of their duties;
  - iv. act impartially and not give preferential treatment to any private or public organization or individual;
  - v. promptly disclose waste, fraud, abuse, corruption, and noncompliance with federal and state laws to appropriate authorities.
- C. Former officers and employees who participated on behalf of UNT Dallas in a procurement or contract negotiation involving an individual or business entity may not accept employment from the individual or business entity before the second anniversary of the date the contract is signed or the procurement is terminated or withdrawn.

**Responsible Party: Officers and Employees**

- V. Conflicts of Interest, Conflicts of Commitment and Outside Activities. Officers and employees shall not have direct or indirect interests or commitments, including financial and other interests and commitments, engage in business transactions professional activities or other outside activities, or incur any obligation of any nature that is in substantial conflict with the proper discharge of the officer's or employee's duties for UNT Dallas. The primary responsibility of each officer and employee of UNT Dallas shall be to accomplish the duties and responsibilities assigned to their position with UNT Dallas. In order to implement this policy and strengthen the faith and confidence of the people of the State of Texas in the integrity of officers and employees of UNT Dallas, the following is required:

- A. Ethics Commission Financial Disclosure Statement. The President is required to file a financial statement with the Texas Ethics Commission annually. Forms prescribed by the commission shall be utilized and filed by the deadlines established by state law.

B. Disclosure of Interest in Property to be Acquired. The President, Vice Presidents, and Associate and Assistant Vice Presidents are required to disclose any legal or equitable interest in property that is to be acquired with public funds. Such disclosure shall be made by filing an affidavit containing the following information: the disclosing officer's name and title; a full description of the property, and the nature, type and amount of interest in the property including the percentage of ownership interest; the date when the officer acquired an interest in the property; a verification swearing to the completeness and correctness of the information in the affidavit; and an acknowledgment of the type required for recording a deed in the records of the county. The affidavit must be filed with the county clerk in which the individual resides and the county clerk of each county in which the property is located. Such filing must be completed within 10 days before the date on which the property is to be acquired by purchase or condemnation.

C. Conflict of Interest Disclosure Statement. The President must file a disclosure statement providing notification of financial interests held by the President or the President's family members using the form prescribed by the Vice Chancellor for Treasury. This notification is a continuing obligation and the President must promptly submit a new or amended statement when there is a change in information previously reported or there is new information to report.

D. Conflict of Interest Disclosure Obligation for Officers and Employees Involved in Procurement or Contract Management. Officers and employees involved in procurement or contract management for UNT Dallas are required to disclose potential conflicts of interest with respect to contracts or bids for the purchase of goods or services from a private vendor that are known by the employee or official at any time during the procurement process, from the initial request for bids for the purchase of goods or services until the completed final delivery, or during the term of the contract with the private vendor. Disclosures shall be made using a form prescribed by the Vice Chancellor for Treasury.

E. Prohibited Contracts.

i. UNT Dallas is prohibited from entering into a

contract for the purchase of goods or services with a private vendor with whom any of the following persons have a financial interest:

1. The chancellor, a president of any of the institutions within the UNT System, the general counsel, the chief procurement officer or a procurement director; or
  2. Any person related to an officer or employee described above within the second degree of affinity (marriage) or second degree of consanguinity (blood). A chart regarding affinity and consanguinity is posted on the UNT System Procurement Services website for reference.
- ii. The prohibition from entering into a contract does not apply to contracts for the purchase of goods or services if the amount of purchase is less than \$25,000.

**Responsible Party:** President; Officers and Employees

VI. Travel.

- A. Improper Travel Reimbursement. When a faculty or staff member engages in travel where the full reimbursement is received from any source other than University funds, the faculty or staff member shall not submit a claim under the provisions of the University's travel regulations. A faculty or staff member who receives an overpayment for a travel expense shall reimburse the University for the overpayment.
- B. "Official Business" for Purpose of Travel. To qualify for travel reimbursements and use of University vehicles, the purpose of a trip must be "State business" or "official business" of UNT Dallas. State or official business is the accomplishment of a governmental function directly entrusted to UNT Dallas including the reasonably necessary means and methods to accomplish the function.

- C. Per Diem for Faculty and Staff Members' Travel under Contracts & Grants. Faculty and staff members traveling under contracts and grants (federal, state, private) shall be reimbursed for travel expenses and allowances on the same basis as other UNT Dallas members, except in those instances where the terms of the contract or grant specify travel guidelines and reimbursement rates which differ from State of Texas reimbursement rates.
- D. Travel Bonus (Frequent Flyer) Awards. Faculty and staff members who earn credit with airlines, hotels, car rental companies, etc. for official travel are not required to account for such credit or use such for official travel.
- E. State Credit Cards. Faculty and staff members may not use State credit cards for personal expenses. State credit cards are only to be used for legitimate state business expenses. Payment of charges on individual cards is the sole responsibility of the individual faculty or staff member. UNT Dallas shall not be responsible for the charges, regardless of the type of charge. Individuals may use State credit cards to charge for items that qualify as official business but are not fully reimbursable under State or UNT Dallas guidelines for reimbursement.
- F. Official Travel by Spouses and Relatives of Faculty and Staff Members. Spouses and other relatives of faculty and staff members may qualify to have travel expenses paid by UNT Dallas if their presence at a function or on a trip is for an official purpose benefiting UNT Dallas and/or the State of Texas. In making a determination of whether the presence of a spouse or relative is for an official purpose, the factors to be considered are the nature and duties of the faculty or staff member's office; the traditional role, if any, of the faculty or staff member's spouse or relative; the purpose of the particular trip; and the spouse or relative's connection with that purpose. Travel by other relatives of UNT Dallas faculty or staff members shall be evaluated using the same criteria. Requests for reimbursement of expenses or for direct departmental payment of travel expenses for such persons must be approved in writing by the President.
- G. Foreign Travel. Requests for travel outside of the United States other than to Mexico, Canada or a destination that is a possession of the United States, must be given advance written approval by the President or his/her designee, if reimbursement for travel expenses is to be claimed or an advance for travel expenses to be incurred is sought. A copy of the written approval must be submitted with any request for reimbursement of travel expenses.

**Responsible Party:** Officers and Employees

VII. Benefits, Gifts, and Honoraria.

- A. Bribery. No faculty or staff member may solicit, offer, or accept any benefit in exchange for his/her decision, opinion, recommendation, vote, or other exercise

of official power or discretion. A benefit that is otherwise allowed by University policy is nevertheless prohibited if it is offered in exchange for official action, as described above.

B. Prohibited Benefits. Faculty and staff members who exercise discretion in connection with contracts, purchases, payments, claims, and other pecuniary transactions of government may not solicit, accept, or agree to accept any benefit from any person the employee knows is interested in or is likely to become interested in any contract, purchase, payment claim, or transaction involving the employee's discretion. This prohibition does not apply to:

1. gifts or other benefits conferred on account of kinship or a personal, professional, or business relationship independent of his or her employment status;
2. a fee prescribed by law to be received by the employee or any other benefit to which the employee is lawfully entitled or for which he or she gives legitimate consideration in a capacity other than as an employee;
3. a gift, award, or memento that is received from a lobbyist who is required to make reports under Chapter 305 of the Government Code; and
4. items having a value of less than \$50, not including cash or negotiable instruments.

An employee who receives an unsolicited benefit that he or she is prohibited from accepting by law may donate the benefit to a governmental entity that has the authority to accept the gift or may donate the benefit to a recognized tax-exempt charitable organization formed for educational, religious, or scientific purposes.

C. Food, Lodging, Transportation, and Entertainment Received as a Guest. A faculty or staff member may accept food, lodging, transportation, or entertainment from persons or entities he or she knows or reasonably should know are interested in or likely to become interested in a contract, purchase, payment, claim, decision, or transaction involving the exercise of the employee's discretion only if the faculty or staff member is a "guest" as defined by Texas law. A member is a "guest" if the person or a representative of the entity providing the food, lodging, transportation, or entertainment is present at the time the food, lodging, transportation, or entertainment is received or enjoyed by the member. The President is required to report any such benefits valued at over \$250 on his annual disclosure statement filed with the Texas Ethics Commission.

D. Gift Items. Faculty and staff members shall disclose to the President through their chairs/department heads any gifts received, in the course of official business, having a value of more than \$250. The President shall make such disclosures to the Board of Regents.

- E. Gifts From Friends, Relatives, and Associates. Faculty and staff members may accept benefits from personal friends, relatives, or business associates with whom they have a relationship independent of their official status, so long as the benefit is not offered in exchange for official action or decision.
- F. Awards. Faculty and staff members may accept plaques and similar recognition awards.
- G. Honoraria. Faculty and staff members may not solicit, accept, or agree to accept an honorarium in consideration for services they would not have been asked to provide but for their official position or duties. This prohibition includes a request for or acceptance of a payment made to a third party if made in exchange for such services. However, they may accept the direct provision of or reimbursement for expenses for transportation and lodging incurred in connection with a speaking engagement at a conference or similar event. Meals provided as a part of the event or reimbursement for actual expenses for meals may also be accepted. Participation by the faculty or staff member must be more than merely perfunctory.

**Responsible Party: Officers and Employees**

VIII. Public Officials and Political Activities.

- A. Entertainment. The legal prohibitions against acceptance of benefits apply to an official who accepts benefits from the University. The "guest" exception to these prohibitions permit officials to accept certain benefits from the University including tickets to athletic and entertainment events. If a University officer or employee provides tickets to a public official to allow the officials and/or guests to attend an event, an officer or employee of the University will serve as host to the official, and must attend the event.
- B. Perishable Food Items. Public officials may receive small, infrequent gifts of perishable food items delivered to their offices and these will not be considered to be "benefits" for purposes of the provisions of the Penal Code prohibiting such.
- C. State Funds used for Informational Purposes. UNT Dallas departments, programs, units, and services may use state funds to pay expenses related to furnishing information to State officials relevant to their official position, including presentations about the programs and services of the University.
- D. Use of Official Authority Prohibited. Faculty and staff members of the State of Texas have the rights of freedom of association and political participation guaranteed by the State and Federal Constitutions, except as limited by valid State laws. No faculty or staff member may use his or her official authority or influence,

or permit the use of a program administered by the University to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose. No faculty or staff member may coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of anything of value to a person or political organization for a political purpose. Any faculty or staff member who violates either of these provisions is subject to immediate termination of employment, in accordance with the Government Code.

- E. Use of University Funds or Property. No faculty or staff member shall expend or authorize the expenditure of any University funds for the purpose of influencing the outcome of any election, or the passage or defeat of any legislative measure. This prohibition shall not be construed to prevent any official or employee of the state from furnishing to any member of the legislature or committee upon request, or to any other state official or employee or to any citizen information in the hands of the employee or official not considered under law to be confidential. Furthermore, this prohibition shall not be construed as preventing faculty or staff members from communicating with any member of the legislature during non-working hours, when such communication does not disclose or intentionally indicate he or she has information of a confidential nature which was obtained by virtue of his or her employment, or when such communication does not otherwise violate this policy. No University funds may be expended for the payment of full salary of any employee who is also the paid lobbyist of any individual, firm, association, or corporation. University facilities may be used as polling places for local, state, and national elections.
- F. Voting. Faculty and staff members shall be allowed sufficient time off to vote in public elections without a deduction from pay or from accrued leave time.
- G. Faculty and Staff Members as Candidates and Officeholders. Faculty and staff members may run for election and serve as members of the governing bodies of school districts, cities, towns, or other local governing districts. No campaign activities may be conducted during official business hours unless the employee has requested and received permission to use leave time for such purpose. Candidates and officeholders may not use state computers or personnel to prepare campaign reports. Any faculty or staff member elected to such a position may not receive any salary for serving as a member of such governing bodies. Any faculty and staff members who intend to be candidates for any public office, other than local offices for which no emolument of any kind is received, must resign unconditionally from employment prior to announcing their candidacy.
- H. Political Contributions from Employees. Except as otherwise restricted by State law, faculty and staff members may make personal contributions to candidates for office and political organizations. State law provides that no State employee may contribute personal services, money, or goods of value to a candidate campaigning for Speaker of the Texas House of Representatives.

- I. Political Mail and Advertisements. An officer or employee of the University may not knowingly use or authorize the use of the intercampus mail system for the distribution of political advertising. This provision does not prohibit individuals from distributing or routing political advertising that is delivered to the University through the United States Postal Service.

**Responsible Party:** Officers and Employees

IX. Dual Office Holding:

- A. Non-elective State or Federal Office. Faculty and staff members may hold non-elective offices with boards, commissions, and other state and federal entities provided that the holding of such office:
  - 1. is of benefit to the State of Texas, or is required by state or federal law; and
  - 2. is not in conflict with the employee's position.

Such appointments must be approved by the President. Prior to the President accepting an invitation to serve in an additional state or federal non-elective office, the Board of Regents must determine that the appointment meets the two requirements stated above. The Board must also make an official record of any compensation to be received by the President from such appointment, including salary, bonus, per diem or other types of compensation.

- B. Position of Employment with Government Agencies. Faculty and staff members may hold other positions of employment with agencies, boards, commissions, or other entities of government so long as the holding of such positions is consistent with the prohibitions against dual office holding in the Texas Constitution and is approved in advance by the head of the department (Dean, Director, Vice President or the President).

**Responsible Party:** Officers and Employees

X. System Property and Services:

- A. Misuse of Authority. It is a violation of State law for faculty and staff members, acting with the intent to obtain a benefit or with intent to harm another, to intentionally or knowingly misapply anything of value belonging to the government that comes into their custody or possession by virtue of their office or employment.

- B. Misuse of Official Information. It is a violation of State law if a faculty or staff member, in reliance on information to which he or she has access in his or her official capacity and which has not been made public:
1. acquires or aids another to acquire a pecuniary interest in any property, transaction, or enterprise that may be affected by the information; or,
  2. speculates or aids another to speculate on the basis of the information.
- C. Telephones. From time to time faculty and staff members may need to make personal telephone calls during working hours. Normally, such use does not result in additional costs or damage and generally will not hinder the day-to-day operation of an office. Incidental use of University telephones during working hours by employees for local calls is not considered to be a misapplication of State property, and is permissible so long as it does not unduly interfere with the individual's assigned responsibilities or the normal functioning of an office. Use of telephones is considered to be a misapplication of State equipment if it results in additional costs being incurred or damage to the equipment (see UNT Dallas Policy 14.011, (Use of University Non-wireless Telephones, Telephone Lines, Fax Machines and Computers).
- D. Other University Equipment. No faculty or staff member shall entrust State property to any State official or employee or to anyone else to be used for other than State purposes. Faculty and staff members shall not use University equipment or property for their own benefit or pleasure unless,
1. suitable arrangements have been made in advance for payment of the agreed upon value of the use of such property; or
  2. the property consists of books from the library, recreational facilities and other such items of well-established usage that are authorized for such use by the President.
- See UNT Policy 14.011, Use of University Non-Wireless Telephones, Telephone Lines, Fax Machines and Computers.
- E. State Vehicles. No faculty or staff member shall use any vehicle owned by the State of Texas for any purpose other than official business. Employees may not use such vehicles in connection with any political campaign or for any personal or recreational activity.

**Responsible Party:** Officers and Employees

XI. Employment:

- A. Supplementary Pay and Perquisites. Compensation for the President, shall be a fixed amount of money as determined by the Board of Regents. The President may

not receive any emolument, supplement, perquisite, or other benefit from the University without specific approval of the Board of Regents. Salary supplements as authorized by the Appropriations Act for the President shall be reflected in the annual operating budgets by listing the amount of such supplementation and the source of funding.

B. Outside Employment and Consulting. Faculty and staff members are expected to devote their time and talents to their assigned duties and responsibilities. Outside employment may be authorized by the appropriate University official (i.e. Department Chair, Director or Dean, unless otherwise directed by the Vice President and/or President) provided that the following conditions are met:

1. it does not interfere with the regular work of the employee;
2. it is reasonable in amount;
3. it avoids unfair competition with legitimate private enterprises;
4. it does not come in conflict with the interest of the University;
5. the official connection of the employee is not used in connection with the employment;
6. it is approved in advance by the appropriate UNT Dallas official, and all reports required by policy are properly filed;
7. the standards of conduct prescribed by law for state employees are observed;

This policy is not intended and shall not be interpreted to restrict an employee's First Amendment rights of free speech and association except as specifically permitted by law. For more detail on this subject, see UNT Dallas Policy 05.006, Outside Employment or Service and Dual Employment.

C. Nepotism. State law prohibits the employment of persons related within the second degree by affinity (marriage) or within the second degree of consanguinity (blood) to any public official or member of any state board making, voting for, or confirming the employment. Offers of employment, whether on a regular, temporary, full-time, or a part-time basis, shall be made solely with regard to the qualifications of the candidate, subject to the provisions of the UNT Dallas Policy 05.009, Employment of Member of the Same Family.

No person shall be employed, appointed, promoted or transferred, if related within the second degree by affinity or within the second degree of consanguinity to any person employed by UNT Dallas whose duty would involve acting in any official capacity upon such an employment, promotion, or transfer, regardless of the source of funds for payment of salary; nor shall any person be employed if either person would come under the administrative supervision of the other; or if either would have any official voice in recommending salary increases or promotion in rank for the other.

Where employed in the same college, department, or unit, neither shall any person related within the second degree by affinity or within the second degree of consanguinity to the other person serve on those committees whose purpose it shall be to recommend compensation, promotion, or tenure for the other.

- D. Oath of Office and Employee Affidavit: All faculty and staff members are required to take an oath of office prescribed by law for employees of tax supported institutions of higher education. UNT Dallas faculty and staff members are required to execute an employee's affidavit indicating compliance with laws on state employment.
- E. Limitations on Contracts with Previous Employees. No faculty or staff may enter into a contract for consulting or professional services or into an employment contract, with any person previously employed by the University within the past twelve months if the source of funding is money other than gift funds or contracts and grants.

**Responsible Party**: President; Officers and Employees; Office of Institutional Compliance

- XII. Training. The Office of Institutional Compliance shall be responsible for providing all officers and employees with regular training on ethical obligations and this ethics policy.

**Responsible Party**: Office of Institutional Compliance

XIII. Reporting. Officers and employees shall report any conduct or activity that they believe to be in violation of this policy to the Office of Institutional Compliance. Based on the type of suspected ethical violation, officers and employees may have an additional duty to report in accordance with the reporting requirements that are included in other applicable institutional policies.

**Responsible Party**: Officers and Employees

#### **References and Cross-references.**

- UNT System Regents Rule 04.1200, Compliance and Ethics Program
- UNT System Regents Rule 5.700, System Administration and Institution Ethics and Standards of Conduct

- UNT System Regulation 08.16000, Transparency and Avoidance of Conflicts of Interest in Contracting and Procurement of Goods and Service
- UNT System Regents Rule 10.700, Fraud
- UNT Dallas Policy 05.006, Outside Employment or Service and Dual Employment
- UNT Dallas Policy 05.009, Employment of Members of the Same Family
- UNT Dallas Policy 5.041, Compliance and Integrity Program
- UNT Dallas Policy 10.001, Fiduciary Responsibility
- UNT Dallas Policy 14.011, Electronic Communication

**Forms and Tools:**

N/A

Approved: 2/95

Effective: 2/95

Revised: 8/95; 9/99; 8/03; 4/2011 format only; 9/15; 10/18