

## Professional Standards and Business Conduct

### Purpose

This Policy outlines ethical standards of behavior expected of all Boston College employees in their dealings inside and outside the University. It reflects Boston College's commitment to the highest ethical values and the importance it places on the good reputation of its community as both a necessary condition to the advancement of its mission and a measure of its success. Many of the standards outlined here are the subject of more detailed University Policies, and in each of these cases a link is provided to the relevant policy.

### Ethical Conduct

The mission of Boston College is sustained by the trust placed in its administrators, faculty and staff by students, parents, benefactors, business partners and by governmental entities. Boston College employees therefore must preserve this trust through ethical, fair and honest dealings in all matters and through diligent efforts to comply with all applicable laws, regulations and University Policy. When questions arise concerning the application of this standard to specific circumstances, University employees are expected to consult with their supervisor, or other appropriate administrators.

### Reporting of Fraud and Unethical Practices

All University employees are expected to report any instance of suspected fraud or other violation of the standards of ethical conduct, including any instance of suspected fraud, either directly to the Director of Internal Audit, or through the University's anonymous reporting "hot line" service at Tel: 855-327-4477, or at or at the [Ethicspoint](#) website.

Additional information concerning reports of fraud or unethical conduct is provided in the University Policy on [Reporting of Fraud and Unethical Conduct](#).

### Respect for the Community

Boston College commits itself to maintaining a welcoming environment for all people and extends its welcome in particular to those who may be vulnerable to discrimination, whether on the basis of their race, ethnic or national origin, religion, color, age, gender, marital or parental status, veteran status, disabilities or sexual orientation. Accordingly the University rejects and condemns all forms of harassment, wrongful discrimination and disrespect, and expects that this core value be reflected in the dealing of all its employees. A number of University Policies reflect and elaborate upon this standard, including the [Notice of Nondiscrimination](#); the [Campus Sexual Assault Program](#); and the [Discriminatory Harassment Policy](#).

Other related polices are found in the [Student Guide](#); the [Employee Handbook](#) and the [Faculty Handbook](#).

#### Privacy and Security of Confidential Information

Boston College employees are expected to familiarize themselves with their obligations to maintain the confidentiality of personal or proprietary information under their control and to properly safeguard such information from unauthorized disclosure. Many of these obligations will arise from specific contractual arrangements such as non-disclosure agreements; some will arise from specific research protocols approved by the [Boston College Institutional Review Board](#). Other University Policies are of broad application and require the compliance of virtually all University employees: the University [Data Security Policy](#), related [Data Security Directives](#), and the University Policy on [Student Education Records](#).

#### Conflicts of Interest and Commitment

All University employees must be alert to potential conflicts of interest and commitment, comply with all disclosure and reporting requirements relating to potential conflicts, and comply fully with all Conflict Management Directives or other agreements intended to protect the University from potential conflicts. More detailed statements and procedures for identifying, reporting and resolving conflicts can be found in the general policy on [Conflicts of Interest and Commitment](#) and in related policies issued by the office of the [Provost](#) and the [Office of Research Integrity](#).

#### Stewardship of University Resources

University employees are expected to assume responsibility for the prudent and appropriate expenditure of University funds, the care and preservation of University assets and resources, and the proper accounting of revenues and expenses in full conformity with University policies and procedures. Employees should refer to Administrative Policies promulgated by the [Office of the Financial Vice President and Treasurer](#). The use of University funds, property or facilities for any personal benefit or for the benefit of others is prohibited unless properly authorized. No person in a supervisory or management position is to use the authority of that position to assign an employee to tasks unrelated to their employment. No bank accounts are to be established by any department to fund, or to assist in funding, any authorized University activity. In addition, all University employees should make diligent efforts to comply and promote compliance with all sustainability initiatives of the University, including recycling and conservation efforts.

#### Relationships with University Vendors and Other Parties

Boston College employees must insure that the University's relationship with vendors and all other parties is free from improper influence. Cash payments, gratuities and gifts of more than nominal value

(in excess of \$100.00) from individuals or organizations with whom the University does business, or from those who hope to do business with the University in the future, are prohibited. Similar guidelines apply to the acceptance by University employees of social invitations from those doing business with, or seeking to do business with Boston College whenever such an invitation can be construed as an intent to influence an employee's business decision, and the cost to the host of such entertainment would appear to exceed the nominal value referenced above. The solicitation or acceptance of gifts for services rendered in the course of one's normal employment or "kickbacks" in connection with any decision to be made by the University is prohibited. Finally the offer by a University employee of cash gifts, gratuities or other consideration to outside parties to influence a decision that will benefit the University or an employee of the University is prohibited. Employees involved in student financial aid should be familiar with the related [Student Loan Code of Conduct for Employees](#).

### Appropriate Use of Technology and Information Resources

The technological and information resources of Boston College are to be accessed and utilized in an ethical manner. All users of technological and information resources are to adhere to high moral, legal, and professional standards, and are expected to support the mission, and act in the best interests of Boston College. For more detailed information regarding the use of University technological and information resources, please see the University Policy [Use of University Technological and Information Resources](#).

### Personal Use of University Indicia is Prohibited

Use of Boston College indicia by employees should be only in connection with job responsibilities to the University and not for private purposes, and care should be exercised to avoid any implication that personal activities are being undertaken in an official capacity. The use of Boston College letterhead for the expression of personal views on matters unrelated to one's responsibilities as an employee of Boston College or for other nonofficial purposes is prohibited. The use of the name Boston College on personal checks or in the names of personal financial accounts is prohibited. Similarly, personal use of the Boston College tax exempt number is strictly prohibited and may result in disciplinary action.

### Compliance with Laws and Regulations

Boston College mission is advanced through the diligent efforts of its faculty and staff to comply with the laws and regulations of the United States and the Commonwealth of Massachusetts, as well as its own policies and procedures and the codes and standards applicable to particular professions. Noncompliance with law is antithetical to the values espoused by the University and can result in serious adverse impacts to the University's reputation and ability to operate. All University employees are responsible to be informed of the laws, regulations and policies and the professional codes that are applicable to their area of responsibility, and to keep current on changes in the legal and regulatory environment. Employees with questions or concerns regarding applicable laws or regulations are encouraged to contact the Office of the General Counsel for advice. Boston College has put in place a

systematic program to review and promote compliance efforts of its operating units in its [University Compliance Program](#) Policy.

### Violations

Violations of the standards of ethical conduct expected of Boston College employees places the University and its mission at risk, and therefore may result in disciplinary consequences up to and including termination.

Approved: William P. Leahy, S.J.

Date: June 4, 2014