

EACUBO CODE OF ETHICAL CONDUCT

Purpose

The Eastern Association of College and University Business Officers (EACUBO) as defined by its mission provides a culture in support of the instructional, research, and public service missions of higher education, and exists **to promote effective and ethical business and financial administration in colleges and universities in the Eastern region**. EACUBO relies on this Code of Ethical Conduct because it realizes and appreciates that not-for-profit and tax-exempt organizations such as EACUBO may at times be held to a high standard of performance in serving its members in an ethical and legal manner at all times. EACUBO also understands that a significant source of revenues comes from its member institutions in the form of payment of institutional dues and through registration fees to attend EACUBO meetings, along with exhibitor fees and sponsorship support from its Corporate partners (vendors), and that all expenses of EACUBO are funded through these sources.

Many items addressed below may also be covered by a specific member or volunteer's home institution's policies currently in place. The EACUBO Code of Ethical Conduct does not replace those specific policies but is meant to provide an overview of appropriate conduct that is required of EACUBO volunteers, general membership and its corporate partners at all times. This Code also provides additional guidance for decisions and practices in our daily work. It is intended to be a living document, with updates, changes, and additions that may occur in the future.

All those associated with EACUBO in any capacity will have the duty and responsibility to understand and comply with all policies that relate to their role in the organization.

Ethical Behavior

This Code supports EACUBO's Core Values, which are ***Professional Development, Sense of Community/Collegiality, and Integrity and Ethical Behavior and Respect for Diversity***. The following elements of ethical behavior are intended to guide all decisions and practices on a daily basis.

1. **Honest Communication.** No member shall knowingly make false or misleading statements to other volunteers, members, vendors, or any others.
2. **Accurate Records.** Members must record and report information accurately and honestly. Members should never create any false or misleading document or accounting, financial, or electronic record for any purpose and may not instruct another to do so. This requirement covers business expenses, including business travel expenses, and other business-related activities. Financial records should be maintained in accordance with generally accepted accounting principles, as all business expenses are subject to audit.

3. **Personal Use of Confidential Business Information.** Members shall not make personal use of information belonging to EACUBO or another person or entity that should be kept confidential for business reasons – sometimes called “proprietary”. Members shall not copy for their own use or for non-EACUBO purposes documents or computer programs in violation of relevant copyright laws or licensing agreements. Members shall not use confidential business information obtained from any organization or other third party (e.g., customer or member lists, price lists) in performing their duties for EACUBO, except to the extent approved by the third party.
4. **Conflicts of Interest.** Board members may not use their positions as officers to profit personally or to assist others in profiting improperly or inappropriately at the expense of EACUBO. All Board members and officers are expected to disclose all actual and potential conflicts of interest and to complete and sign a conflict of interest disclosure form annually. Board members are expected to avoid improper acts and the appearance of improper acts that may influence business decisions of EACUBO. Make reference to our actual policy document by title.
5. **Gifts and Gratuities.** Business with suppliers, vendors, contractors, and others must be conducted free from offers or solicitation of gifts and favors or other items of value in exchange for influence or assistance in a transaction. All members may not receive any gift or gratuity under circumstances that could be construed as an improper attempt to influence EACUBO or individual member’s decisions. If there is any doubt about whether specific conduct or activities are appropriate, the individual should contact EACUBO’s president. Suppliers, vendors, contractors and others may give, and members may receive, customary business courtesies during its formal meetings, items such as meals, gifts of refreshments and entertainment if it is of a modest value (under \$100 in value in most cases) consistent with common business practices. Giving and receiving these amenities also must be associated with a business purpose, appropriate as to time and place, and should not influence or give the appearance of influencing the recipient. If there is any possibility that giving or receiving the amenity can be viewed or later construed as a bribe or improper inducement, members must not give or accept the amenity. All purchasing decisions by members should be made on the basis of the supplier with products or services best suited to meet EACUBO’s or its members institutions needs and not based on personal or financial relationships.
6. **Internal Controls.** EACUBO should follow sound internal control standards and procedures to ensure that all assets are protected and properly used and that financial records and reports are accurate and reliable. All Board Members and officers hold the responsibility for practicing proper internal controls within the organization.

7. **Travel and Entertainment.** Travel and entertainment expenses should be consistent with EACUBO's needs and resources. Members should suffer neither a financial loss nor receive a financial gain as a result of business travel and entertainment. Members also must comply with EACUBO's more specific Travel Policies relating to reimbursement for travel and entertainment expenses.
8. **Personal Use of EACUBO Assets.** All EACUBO's property shall be used to further EACUBO's organizational goals rather than the personal interest of any individual. Members are prohibited from the unauthorized use or taking of EACUBO's equipment, supplies, materials or services for personal benefit. Occasional use of EACUBO equipment or materials such as the photocopier or personal computer, when the cost to EACUBO from such use is insignificant, is permitted. Any use of EACUBO property for an outside community or charitable organization requires prior approval of the Board.
9. **Intangible Assets.** Members have access to intangible assets belonging to EACUBO such as intellectual property (service marks and copyrights), and to proprietary information (confidential data, computer programs, designs, and business expertise, including such information that relates to EACUBO members), which must be protected as carefully as EACUBO's physical property. The EACUBO logo is only for approved organizational business purposes.
10. **Use of Computer Hardware and Software.** Use of EACUBO's information technology including computer programs is provided solely for legitimate EACUBO purposes.
11. **Prohibition against Discrimination, Harassment, and Workplace Violence.** EACUBO is fully committed to providing an environment in which all are free from sexual and other unlawful harassment. Words or conduct that involves or threatens crimes or harm against another member will not be tolerated. No form of discrimination will be permitted.
12. **Member Information.** Personal information relating to members shall be treated as confidential. Files of personal and similar information shall be maintained in a manner designed to ensure confidentiality in accordance with applicable laws.
13. **Lobbying/Political Activity.** Participation by citizens in federal, state, and local government is an important part of the democracy in which we live. In participating in political activities, members must make sure that their activities are not viewed as activities engaged in on behalf of EACUBO. EACUBO is tax-exempt and may not engage in any activities attempting to influence legislation and may not participate at all in any political campaign on behalf of any candidate for public office. Contributions to candidates, whether direct or indirect, by EACUBO or at its direction are strictly prohibited. No member shall contribute or expend any of EACUBO's money, property or services for any use prohibited by laws regulating the electoral process or political activity of corporations. In

addition, members may not seek reimbursement in any manner for their political activities.