



Student Association Ethics Policy

Gifts:

You may not receive a gift of more than nominal value if it could reasonably be assumed that the gift was meant to influence you in performing your duties, for example, a gift of more than nominal value from someone whose business comes before you.

Communications with Outside Agencies:

If a private association, firm or company is appearing or rendering services before any University recognized Student Association (Student Government) in connection with: (a) the purchase, sale, rental or lease of goods or services or a contract; (b) constitutional changes; (c) any loans, then you may not orally communicate about the merits of the matter with anyone at the outside agency concerned with the matter except in the normal course of handling such matter and/or in communicating with SA's attorney or the Employee's own personal attorney regarding the handling of such matter.

Conflicts of Interest:

You may not have any interest or engage in any business or transaction or professional activity or incur any obligation of any nature which is in substantial or perceived potential conflict with the proper discharge of your duties as an official, representative, or staff member of the Student Association.

Confidential Information:

You may not disclose confidential information or use it for your personal interests, except as may be required in the course of the employee's performance of his/her ordinary job duties.

Misuse of Office:

You may not use your official position to secure unwarranted privileges or exemptions for yourself or others.

Appearance of Impropriety:

You may not do anything that would give University officials, student population or outside associates a reasonable basis to think that anyone can improperly influence you in your official duties by reason of rank, position or influence.

Violation of Trust:

You must not raise suspicion that you are acting in violation of your public trust.

You may not engage in any transaction as an agent for the Student Association with any business entity in which you have a financial interest that might tend to conflict with the proper discharge of your official duties. Instead you must excuse yourself and ask someone else to do the task.

Investments:

You may not make investments (monetary or other) in enterprises which might be directly involved in decisions to be made by you.

Moonlighting:

You should not take a job which would impair your official independence, for example, with a vendor seeking a contract which you must review or sign, or a company on which you can make a recommendation. If there is a conflict it is the responsibility of the employee to correct the interference immediately (within 14 days) or face a possible termination.

Reimbursement:

You may not accept honoraria from outside parties related to work performed in your capacity as an SA employee without prior approval by the Student Association Senate and Assembly. If the “donor” does business with the Student Association, you cannot accept such payments.

Political Contributions and Activities:

SA does not discriminate against employees based upon their personal political beliefs. Employees are allowed to make political contributions and statements, and to participate in political activities, on their own time. However, Employee is not allowed to indicate or imply that he/she is acting as representative of SA while engaging in outside political activities, nor is Employee allowed to engage in political activities while on SA time. Employee may not make decisions during his/her SA job performance based upon personal political beliefs nor use SA resources for the purpose of promoting those beliefs (for example and without limitation, only bringing speakers of a particular political philosophy or refusing to serve a club with an opposing political viewpoint). SA is required to follow viewpoint neutral allocation of resources to student organizations under the law, and Employee agrees not to take any action that would contravene that requirement or create the appearance that SA was/is not meeting that requirement. More information about required viewpoint neutrality while performing SA functions is available from the Administrative Director upon request.