



Policy and Procedures Manual
Application: All Personnel
Section A6.16 Ethics Policy

A 6.16 ETHICS POLICY

The State Ethics Commission was established under Article XXIX of the Oklahoma Constitution. The Commission is charged with promulgating rules of ethical conduct of state officials and employees, including civil penalties for violations of such rules. State officers and employees are to comply with the Ethics Commission Act and the Ethics Commission Rules. The Rules and the Act deal with prohibitions against political activities, financial disclosure, conflicts of interest, and penalties and enforcement. For further detailed information, please contact the campus liaison.

EAST CENTRAL UNIVERSITY, ADA, OKLAHOMA

CODE OF ETHICS

Policy Statement:

The purpose of this Policy is to affirm, in a comprehensive statement, required standards of conduct and practices with respect to certain types of payments and political contributions.

Prohibition of Improper Payments:

No employee of East Central University shall offer or make directly or indirectly, through any other person or firm, any payment of anything of value (in the form of compensation, gift, contribution, or otherwise).

As stated above, "kickbacks" or "bribes" intended to induce or reward favorable buying decisions and governmental actions are unacceptable and prohibited.

In utilizing consultants, agents, sales representatives, or others, East Central University will employ only reputable, qualified individuals or firms under compensation arrangements, which are reasonable in relation to the services performed.

Political Contributions:

East Central University will not make any contribution to any political party or to any candidate for political office in support of such candidacy except as provided in this Policy and as permitted by law.

This Policy is not intended to prevent the communication of East Central University views to legislators, governmental agencies, or to the general public with respect to existing or proposed legislation or governmental policies or practices affecting business operations.

Reporting Procedures:

- a) Any employee who is requested to engage in any activity which is, or may be contrary to this Policy will promptly report such information to their supervisor, or, if the employee was so directed by their supervisor, then to the applicable Vice President.
- b) Any employee who acquires information that gives the employee reason to believe that any other employee is engaged in conduct forbidden by the Policy will promptly report such information to the supervisor to whom the employee reports or, if the supervisor is engaged in such conduct, then to the applicable Vice President.

I have received and read a copy of this Sample Code of Ethics Policy Statement, understand all of its terms, and agree to be bound by the provisions contained therein.