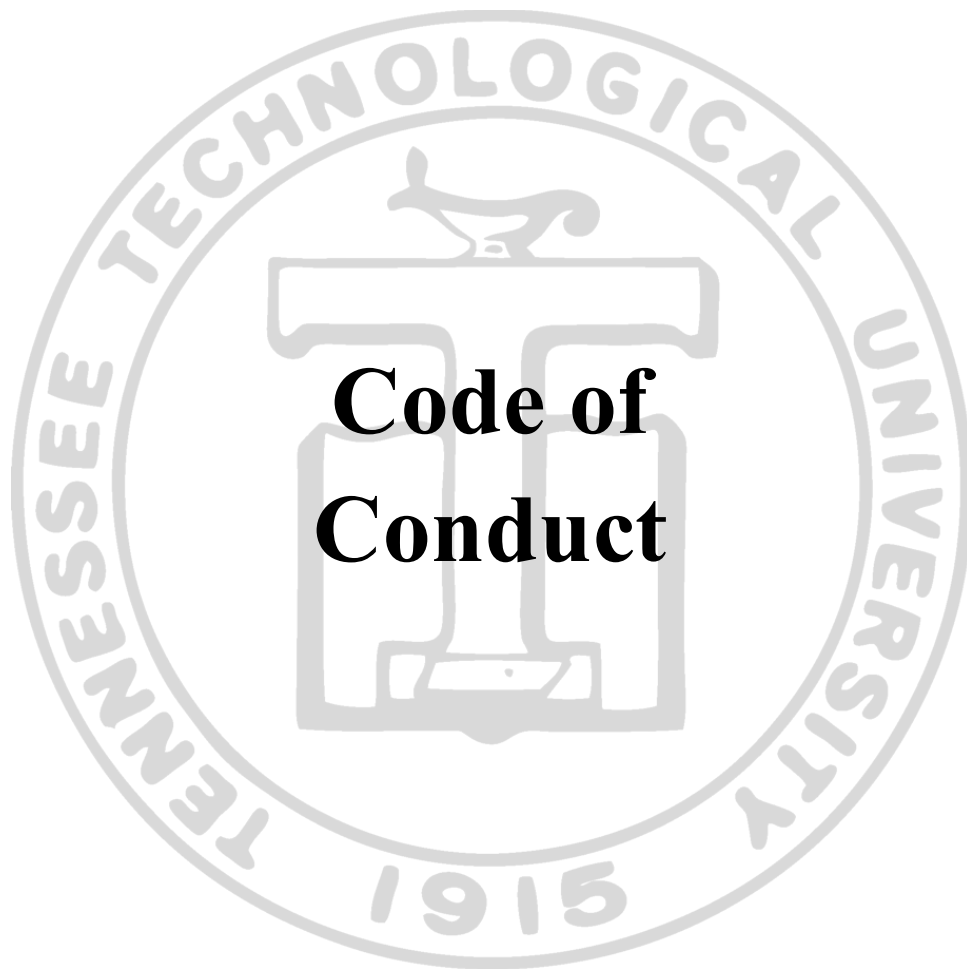


Tennessee Technological University
Policy No. 600



Effective Date: July 1, 2017

Policy No.: 600

Policy Name: Code of Conduct

I. Purpose

This policy provides guidance to Tennessee Tech employees on how to conduct themselves in an ethical and responsible manner.

II. Review

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Associate Vice President for Human Resources in consultation with the Vice President for Planning and Finance, with recommendations for revision presented to the Administrative Council and University Assembly. All substantive revisions are subject to review by the Board Audit & Business Committee.

III. Policy

- A.** Employees of Tennessee Tech are expected to act in a manner that will enhance the name, service, and general impression of Tennessee Tech and the State of Tennessee. As such, employees are expected to follow and uphold Tennessee Tech's Code of Conduct as outlined below in Section E.
- B.** Employees who violate the Code of Conduct will be subject to disciplinary action as outlined in TTU Policy 650 (Disciplinary Action).
- C.** The appearance of unethical or irresponsible conduct, whether or not such conduct has actually occurred, can be damaging to Tennessee Tech. As such, any appearance of unethical or irresponsible conduct may also be a violation of the Code of Conduct and subject to disciplinary action.
- D.** Employees are required to cooperate fully in any investigation related to a violation of the Code of Conduct.
- E. Code of Conduct**
 - 1.** In carrying out Tennessee Tech's educational, research, and public service missions, Tennessee Tech relies on the ethical and responsible conduct of all employees. Employees are expected to conduct themselves fairly, honestly, in good faith, and in accordance with the highest ethical and professional standards and to comply with applicable laws, regulations, contractual obligations, and Tennessee Tech policies.

2. Employees are expected to be committed to creating an environment that promotes academic freedom, diversity, fair treatment, and respect for all faculty, staff, students, and the general public.
 3. Employees shall not refuse to accept reasonable job assignments or intentionally fail to follow lawful instructions. Employees must also accurately report work time and attendance.
 4. Employees are expected to maintain the highest levels of integrity and objectivity as they perform their duties. As such, employees are expected to take all reasonable precautions and seek appropriate guidance to ensure their outside interests do not place them in conflict with carrying out their duties and responsibilities to Tennessee Tech in accordance with TTU Policy 132 (Conflict of Interest).
 5. Employees must use Tennessee Tech property, funds, technology, time, and other resources for legitimate business purposes. Employees must not use Tennessee Tech resources for personal gain or to benefit third parties.
 6. Employees must conduct research with the highest integrity and in compliance with federal, state, and local laws and regulations and Tennessee Tech policies. Employees involved in conducting research are expected to become familiar with applicable laws, regulations, and policies.
 7. Employees are entrusted with a variety of confidential information about students, faculty, staff, alumni, donors, research sponsors, licensing partners, and others. Employees must access, use, protect, disclose, preserve, and dispose of confidential information in compliance with applicable laws, regulations, and Tennessee Tech policies.
 8. Employees are expected to be committed to protecting the health and safety of all Tennessee Tech students, faculty, staff, and visitors. Employees are expected to exercise good health and safety practices and to comply with all health and safety laws and regulations.
- F. Employees are expected to report any good-faith concern as soon as reasonably possible after knowledge that a violation of the Code may have occurred.
1. Employees may submit the [General Complaint Form](#) anonymously or report the suspected violation to the Associate Vice President for Human Resources.
 2. If the complaint falls under TTU Policy 141 (Discrimination and Harassment), TTU Policy 143 (Sexual Misconduct), TTU Policy 131 (Preventing and Reporting Fraud, Waste, or Abuse), or any other Tennessee Tech policy outside the scope of Human Resources, the Associate Vice President for Human

Resources or Director for Internal Audit will forward to the appropriate individual for investigation.

IV. Interpretation

The Associate Vice President for Human Resources or his/her designee has the final authority to interpret the terms of this policy.

V. Citation of authority for policy

T.C.A. § 4-35-103 (b) & (c)

Approved by:

Administrative Council:	April 5, 2017
University Assembly:	April 19, 2017
Reviewed by Audit & Business Committee:	June 15, 2017