

The University of Delaware is an engaged community of scholars that creates and communicates knowledge and applies it to the critical needs of our state, our nation and our world. All employees of the University are expected to uphold the highest ethical standards in their relationships with one another, with students, with the wider community and in all of their professional pursuits. Inherent in this responsibility is the obligation to provide educational support to our students that encourages the free and unfettered pursuit of learning.

Policies and procedures that govern professional expectations for employees are set forth in the *Handbook for Faculty*, in the University's *Policies and Procedures Manual* and in applicable collective bargaining agreements. The *Principles of Responsible Conduct* enumerated herein neither replace nor create additional requirements. Rather, they highlight the ethical and behavioral obligations contained in the governing policies and procedures and serve to underscore the standards of integrity and ethics expected of all University employees.

Please read these *Principles* carefully, then visit [www.udel.edu/responsibleconduct] to view the supporting policies and guidelines that are available at each of the corresponding web links.

[www.udel.edu /
responsibleconduct](http://www.udel.edu/responsibleconduct)

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Principles of Responsible Conduct

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Principles of Responsible Conduct

1 ETHICAL AND RESPONSIBLE CONDUCT

At all times, University faculty, administrators and staff are expected to conduct themselves ethically and with the highest integrity, ensuring compliance with all applicable laws, regulations, and University policies and procedures. They are expected to demonstrate good faith in all dealings internally within the University as well as externally.

2 RESPECT FOR OTHERS

The University is committed to maintaining a community that recognizes that people are its most important resource. We are committed to provide a place to work, live and study that fosters openness and creativity, and one that is free from discrimination or harassment of any kind. The University does not tolerate conduct that constitutes harassment or discrimination on any basis, including race, disability, gender, age, national origin or religion.

3 EQUAL OPPORTUNITY

The University is committed to equal opportunity in education and employment. The University is a place in which all people should feel welcome to learn, think critically and inquire freely. The University is committed to the principle that no person shall, on the basis of race, disability, gender, age, national origin, religion, or veteran status, be excluded from participation in, or denied the benefits of, or be subjected to discrimination with regard to the programs, activities, or services which the University provides.

4 AVOIDANCE OF CONFLICT OF INTEREST

University of Delaware faculty, administrators and staff should avoid conflicts of interest and the appearance of such conflicts in their work at the University. University employees may not inappropriately benefit from their positions at the University. Financial conflicts must be properly disclosed in accordance with University policies. Faculty, administrators and staff are responsible for identifying potential conflicts and seeking appropriate guidance on how to review, manage and/or eliminate them.

5 RESPONSIBLE CONDUCT IN RESEARCH

All members of the University community, including faculty, administrators and staff, are responsible for ensuring that any research that is conducted at the University or on its behalf is conducted with the highest integrity, in compliance with federal, state and local laws and regulations, as well as University policies and procedures. Any fabrication, falsification, or unauthorized or unattributed copying of research data or conclusions derived from research data constitutes misconduct in research and is prohibited by University policy.

6 RESPONSIBLE STEWARDSHIP AND USE OF UNIVERSITY PROPERTY, FUNDS AND TECHNOLOGY

University faculty, administrators and staff are expected to ensure that all University property, funds and technology are used appropriately to benefit the institution, consistent with all legal requirements as well as in accordance with University policies.

7 ENVIRONMENTAL STEWARDSHIP AND SUSTAINABILITY

The University of Delaware recognizes that environmentally responsible practices are an integral part of the University's learning, research, outreach and administrative programs. Faculty, staff and students should consider the social, economic and environmental impacts of their decisions and actions. As a community of scholars, the University recognizes that environmental stewardship and sustainability are inherent responsibilities that require the active engagement of everyone.

8 ENVIRONMENTAL HEALTH AND SAFETY

The University of Delaware is committed to the protection of the health and safety of its community and the creation of a safe working, learning and research environment. It is the intent of the University to comply with all occupational, health, safety and fire regulations and recommended practices. Thus, the University provides training in health and safety regulation and policy. University faculty, administrators and staff, as well as students and partner organizations, are expected to comply with applicable legal requirements, as well as University policies and procedures.

9 RESPECT FOR PRIVACY AND CONFIDENTIALITY

The University of Delaware endeavors to respect the privacy of its employees and students in all communications by mail, telephone, and other electronic means, subject to applicable University policies and procedures, state and federal laws, and system maintenance requirements. Faculty, administrators and staff are expected to be aware of and well informed about the applicable legal, contractual and policy obligations which govern the use of University data systems, including e-mail, to ensure compliance with all legal and policy requirements. In addition, in the performance of their University responsibilities, faculty, administrators and staff may become aware of confidential and/or personal information regarding other members of the University community. It is imperative that individuals who obtain such information maintain utmost confidentiality to protect the privacy interests of others.

10 APPROPRIATE CONDUCT WITH RESPECT TO GIFTS, TRAVEL AND ENTERTAINMENT

University faculty, administrators and staff are expected to conduct themselves in such a way that their positions are not misused for private gain with respect to acceptance of gifts and the undertaking of university-related travel and entertainment.

11 APPROPRIATE USE OF THE UNIVERSITY'S NAME, TRADEMARKS AND LOGOS

The University of Delaware regulates the use of its name and related trademarks and logos to protect its reputation, and to ensure that their use is related to the University's educational, research and outreach missions. Faculty, administrators and staff are expected to help protect the University's name, trademarks and logos from improper use.

12 RESPONSIBLE REPORTING OF SUSPECTED VIOLATIONS

The University is committed to enforcing applicable legal requirements as well as its own policies and procedures. Faculty, administrators and staff are expected to report suspected violations to appropriate offices in accordance with University policies and procedures or using the University's Compliance Hotline. Members of the University community who violate legal requirements, University policies and procedures, or who fail to report suspected violations, are subject to disciplinary action as described in applicable policies and collective bargaining agreements.