



## The 10 Principles of Ethical and Responsible Conduct

### 1. Respect for Others

The University recognizes that people are its most important resource. We are committed to a living, working, and scholarly environment that fosters academic freedom, diversity, and respect for one another. The University does not tolerate conduct that constitutes harassment or discrimination based on protected classifications, such as race, age, sex, color, sexual orientation, gender identity or expression, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, or political affiliation.

#### Policies:

- [I-6.00 BOR Policy on Shared Governance in the University System of Maryland](#)
- [VI-1.05 BOR Policy of Non-Discrimination on the Basis of Sexual Orientation and Gender Identity or Expression](#)
- [VI-1.10 BOR Policy on Acts of Violence and Extremism](#)
- [VI-1.00\(B\) University of Maryland Non-Discrimination Policy and Procedures](#)
- [VI-1.00\(C\) University of Maryland, College Park Policy on Inclusive Language](#)
- [VI-1.60\(A\) University of Maryland Sexual Misconduct Policy and Procedures](#)
- [VI-8.00\(A\) University of Maryland, College Park Policy on Employee Alcohol and Other Drug Abuse](#)
- [VI-8.10\(A\) Policy on Smoking at University of Maryland](#)
- [VII-7.50 BOR Policy on Family and Medical Leave for Exempt and Nonexempt Staff Employees](#)
- [II-2.31\(A\) University of Maryland Policy on Family and Medical Leave for Faculty](#)
- [University of Maryland Strategic Plan for Diversity](#)
- [President's Commission on Disability Issues](#)
- [President's Commission on Ethnic Minority Issues](#)
- [President's Commission on Lesbian, Gay, Bisexual, and Transgender Issues](#)
- [President's Commission on Women's Issues](#)
- [Principles of Social Responsibility](#)
- [College of Arts and Humanities Civility Statement](#)

### 2. 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. We are committed to the principle that no person shall be illegally excluded from participation in, denied the benefits of, or be subjected to discrimination with regard to the programs, activities, or services the University provides.

#### Policies:

- [VI-1.00\(B\) University of Maryland Non-Discrimination Policy and Procedures](#)
- [VI-1.00\(C\) University of Maryland, College Park Policy on Inclusive Language](#)
- [VI-1.05 BOR Policy of Non-Discrimination on the Basis of Sexual Orientation and Gender Identity or Expression](#)



### 3. Avoidance of Conflict of Interest

As more fully stated in the University's conflict of interest policies, faculty, administrators, and staff should avoid actual or perceived conflicts of interest in work at the University. As a public institution, it is imperative—for both ethical and legal reasons—that University employees do not improperly benefit from their positions of trust. Financial conflicts must be appropriately disclosed in accordance with conflict of interest and conflict of commitment policies, so that they can be reviewed, and as appropriate, managed or eliminated. Faculty, administrators, and staff are responsible for identifying potential conflicts and seeking appropriate guidance.

#### Policies:

- [II-3.10\(A\) University of Maryland Policy on Conflict of Interest and Conflict of Commitment](#)
- [II-3.10\(B\) University of Maryland Procedures on Conflict of Interest and Conflict of Commitment](#)
- [VII-2.10 BOR Policy on Employment of Members of the Same Family](#)
- [III-1.00\(B\) University of Maryland, College Park Policy Concerning the Use of Self-Authored Course Materials](#)
- [III-1.00\(C\) University of Maryland, College Park Policy on the Sale of Instructional Materials in the Classroom](#)
- [VII-2.20 BOR Policy on Soliciting Personnel During Working Hours](#)
- [VIII-3.10\(A\) University of Maryland Procurement Policy](#)
- [VIII-3.10\(B\) University of Maryland Policy and Procedures for Delegated Purchasing Authority](#)
- [IX-5.00 Policy of the Board of Regents on Ethical Practices in Charitable Giving](#)

### 4. Responsible Conduct in Research

As members of a complex research institution, University faculty, administrators, and staff have significant responsibilities to ensure that research is conducted with the highest integrity, and in compliance with federal, state, and local laws and regulations, as well as University policy. 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.

#### Policies:

- [III-1.00 BOR Policy on Faculty, Student and Institutional Rights and Responsibilities for Academic Integrity](#)
- [III-1.10\(A\) University of Maryland Procedures for Scholarly Misconduct](#)
- [IV-3.20\(A\) University of Maryland Policy on Intellectual Property](#)
- [Responsible Conduct of Research](#)

### 5. Responsible Stewardship and Use of University Property, Technology, and Funds

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



**Policies:**

- [IV-3.20\(A\) University of Maryland Policy on Intellectual Property](#)
- [VI-22.00\(A\) University of Maryland Policy on Institutional Data Management](#)
- [VIII-1.20\(A\) University of Maryland, College Park Policy and Procedures for the Acquisition and Disposal of University Surplus Property](#)
- [VIII-1.30\(A\) University of Maryland, College Park Procedures for Withdrawal of Funds From Bank Accounts](#)
- [VIII-3.10\(A\) University of Maryland Procurement Policy](#)
- [VIII-3.10\(B\) University of Maryland Policy and Procedures for Delegated Purchasing Authority](#)
- [VIII-6.00\(D\) University of Maryland, College Park Policy and Procedures Concerning Food Purchases for Purposes Other Than Employee Travel and Resale \(Business Meals\)](#)
- [VIII-6.00\(E\) University of Maryland, College Park Policy and Procedures Concerning Petty Cash Funds](#)
- [VIII-9.00\(A\) University of Maryland, College Park Policy and Procedures Concerning Education and General Designated Accounts \("Revolving Funds"\)](#)
- [VIII-10.40\(A\) University of Maryland, College Park Policy for Direct Charging of Costs to Federal Grants, Contracts and Cooperative Agreements](#)
- [X-1.00\(A\) University of Maryland Policy on the Acceptable Use of Information Technology Resources](#)
- [X-3.00\(A\) University of Maryland, College Park Policies and Procedures Concerning Telephone System Usage](#)

## **6. Environmental Health, Safety, and Sustainability**

The University is committed to the protection of the health and safety of the community and the creation of a safe working environment. To accomplish this, the University provides training in health and safety regulations and policies. Moreover, faculty, administrators, and staff are expected to comply with sound practices and legal requirements. Beyond this, the University recognizes that environmentally responsible practices are critical for the University's learning, research, outreach, and administrative efforts to succeed. University stakeholders should consider the social, economic, and environmental impact 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.

**Policies:**

- [VI-8.00\(A\) University of Maryland, College Park Policy on Employee Alcohol and Other Drug Abuse](#)
- [VI-8.00\(E\) University of Maryland, College Park Drug and Alcohol Policy and Testing Procedures Applicable to Employees Required By Job Function to Have a Commercial Driver's License](#)
- [VI-8.00\(F\) University of Maryland Fitness for Duty Policy and Procedures](#)
- [VI-8.10\(A\) Policy on Smoking at University of Maryland](#)
- [VI-13.00\(A\) University of Maryland, College Park Policy on Occupational Exposure to Hazardous Chemicals in Laboratories](#)
- [VI-17.00\(A\) University of Maryland Policy on Biosafety](#)



- [VI-19.00\(A\) University of Maryland Policy on Protective Equipment Program](#)
- [VI-21.00\(A\) University of Maryland Policies and Procedures for Environmental, Safety and Health Management](#)

## **7. Respect for Privacy and Confidentiality**

The University 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. In their various roles and positions at the University, faculty, administrators, and staff become aware of confidential information of many different types. Such information may relate to students, employees, faculty, staff, alumni, donors, research sponsors, licensing partners, patients, and others. University employees are expected to remain current regarding relevant legal, contractual, and policy obligations to maintain the confidentiality of such information, in order to protect it from improper disclosure, and to protect the privacy interests of members of our community.

### **Policies:**

- [VI-5.00\(A\) University of Maryland, College Park Guidelines and Procedures Governing the Inspection of Public Records](#)
- [VI-24.00\(A\) University of Maryland Policy on Compliance with the Health Insurance Portability and Accountability Act](#)
- [VI-25.00\(A\) University of Maryland Policy on Gramm-Leach-Bliley Act Information Security Program](#)
- [VI-26.00\(A\) University of Maryland Policy on the Collection, Use and Protection of ID Numbers](#)
- [VII-6.02 BOR Policy on Personnel Files for Non-exempt and Exempt Staff Employees](#)
- [University of Maryland, College Park Records Retention and Disposal Schedule](#)

## **8. Appropriate Conduct with Respect to Gifts, Travel, and Entertainment**

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

### **Policies:**

- [VI-4.20 BOR Guidelines Regarding the Effect of Donor Funding and Other External Funding on the Prioritizing of State-Funded Capital Projects](#)
- [VIII-6.00\(D\) University of Maryland, College Park Policy and Procedures Concerning Food Purchases for Purposes Other Than Employee Travel and Resale \(Business Meals\)](#)
- [VIII-11.00 BOR Policy on University System Travel](#)
- [VIII-11.10 BOR Schedule of Reimbursement Rates](#)
- [IX-3.00 BOR Policy on Private Fundraising and Stewardship](#)
- [Travel Services, Department of Business Services](#)



## 9. Appropriate Use of the University's Name, Trademarks, and Logo

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

### Policies:

- IV-3.20(A) University of Maryland Policy on Intellectual Property
- X-10.00(A) University of Maryland Policy Concerning Use of University Stationery
- University Trademark

## 10. Responsible Reporting of Suspected Violations and University Response

The University is committed to enforcing applicable legal requirements as well as its own policies and procedures. Faculty, administrators, and staff are required to report suspected violations to appropriate offices. Members of the University community who violate legal requirements or 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.

### Policies:

- II-4.00(A) University of Maryland, College Park Policies and Procedures Governing Faculty Grievances
- VI-1.10 BOR Policy on Acts of Violence and Extremism
- VI-1.60(A) University of Maryland Sexual Misconduct Policy and Procedures
- VI-8.00(D) University of Maryland, College Park Policy on Alcohol-Related Advertising, Promotions, or Events
- VII-8.00 BOR Policy on Grievances for Exempt and Nonexempt Staff Employees
- VII-8.10 BOR Policy on Special Action Appeals for Classified Employees
- VII-11.00(A) University of Maryland Faculty and Staff Workplace Violence Reporting and Risk Assessment Procedures
- VIII-7.10(A) University of Maryland Procedures on Reporting Suspected or Known Fiscal Irregularities
- VIII-7.11 BOR University of Maryland Policy on the Communication of Suspected Fraud, Unethical and Illegal Business Activity