



# EMPLOYEE CODE OF CONDUCT

University Guiding Principles and Standards





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## The Purpose of the FIU Employee Code of Conduct

The FIU Employee Code of Conduct is a guiding document of principles and standards taken from key existing University policies that represent the University's dedication to responsible and ethical practices and conduct. This Code of Conduct is a resource designed to reinforce our values, support ethical decision-making and provide information about where to find answers.

It is YOU, our faculty and staff, who embody FIU's culture. YOU are the expression of our Panther Pride. Our values live in the way you work and interact with each other, the dignity and respect you show to all of our FIU community, the countless good decisions you make each and every day, the conversations you have, the questions you ask, your courage and your engagement. Every time you speak up about the things that do not seem right or the things we could be doing better, you contribute to our ethical culture.

When each of us conducts ourselves according to our FIU principles, we demonstrate our commitment to the values that make FIU a great place to work and attend school.

The success and reputation of the University in fulfilling its core mission depends on the integrity with which each community member participates. Accordingly, we are expected to adhere to the FIU Employee Code of Conduct in dealings inside and outside of the University.

The FIU Employee Code of Conduct supports the University's Compliance and Integrity program, endorsed by the president, FIU Board of Trustees and executive leadership.



# A Message from our President

*At FIU, we strive to provide a world-class education for our students, offering them the leadership skills needed to fulfill the demands of the 21st century workplace and be effective global citizens. With that comes a commitment to conduct ourselves ethically, lawfully and with integrity.*

*Our university's Code of Conduct is a living statement of the legal and ethical standards we use as the basis for our decisions and actions, expressed through FIU's Core Values of truth, freedom, respect, responsibility, and excellence. Our Code of Conduct is a resource to guide our faculty and staff in acting responsibly, ethically, and lawfully. All members of the FIU community should integrate these standards into their daily activities.*

*We are all stewards of FIU's reputation. It is the responsibility of every employee and representative of our university to uphold our legal and ethical obligations by adhering to laws, regulations, policies, procedures, and ethical standards. Each of us shapes our culture through our words and actions.*

*I urge you to review the contents of this Code of Conduct and to speak up when you have a question or concern. And while this Code may not address every situation, you can always seek assistance and discuss concerns with your supervisor, Human Resources, the Office of Compliance & Integrity, or the Office of the General Counsel.*

*Thank you for your commitment to our FIU.*

*- Kenneth Jessell, FIU Interim President*



## Our Vision and Mission

### Our Vision

Florida International University will achieve exceptional student-centered learning and upward economic mobility, produce meaningful research and creative activities, and lead transformative innovations locally and globally, resulting in recognition as a Top-50 public university.

### Our Mission

We are an urban, multi-campus, public research university serving its students and the diverse population of South Florida. We are committed to high-quality teaching, state-of-the-art research and creative activity, and collaborative engagement with our local and global communities.

## Our Values

We are committed to the following core values:



**Truth** in the pursuit, generation, dissemination, and application of knowledge



**Freedom** of thought and expression



**Respect** for diversity and the dignity of the individual



**Responsibility** as stewards of the environment and citizens of the world



**Excellence** in intellectual, personal, and operational endeavors

For more information about FIU, our vision and mission please visit: [FIU Vision and Mission](#)



# Professional Ethics

## We Are All Responsible

FIU's Employee Code of Conduct applies to our "FIU community" which includes our faculty, staff, administrative employees, and student employees. Additionally, we rely on others connected to our FIU community to support our efforts to maintain a culture of ethics, compliance, and integrity, including:

- Visiting faculty, researchers, and healthcare practitioners
- Contractors, vendors, and others using FIU resources, facilities, or receiving funds administered by FIU
- Temporary employees, volunteers, and other representatives when speaking or acting on behalf of FIU

## Laws, Policies and Judgment

Our Employee Code of Conduct is a summary of FIU's expectations related to how we conduct ourselves. It is not intended to cover every regulation, law or policy *or to create new policy*. Our FIU community is expected to know and understand the rules that apply to their work. Additionally, some units or departments may provide specific guidance on topics addressed in our Employee Code of Conduct that certain members of our FIU community should be aware of and commit to follow. University-wide policies and procedures are available on the Compliance and Integrity page of the FIU website in the [Policy Library](#). These policies serve the dual purposes of delineating FIU's core values and promoting adherence to applicable laws and regulations. We believe it is important for FIU community members to be aware of our policies and procedures

### Consequences of Violation

Violations of the laws and regulations, or of related University policies and procedures may carry disciplinary consequences, up to and including dismissal.

and for individuals and organizations outside of the FIU community to know of FIU's dedication to responsible and ethical practices and conduct.

In-unit faculty are subject to the policies and procedures outlined in the [FIU-BOT and UFF-FIU Collective Bargaining Agreement](#) (FIU-BOT/UFF CBA). In-unit faculty are also subject to FIU regulations and University-wide policies and procedures contained within the policy library unless otherwise contained in the collective bargaining agreement. Out-of-unit faculty (i.e., those with the College of Law and the Herbert Wertheim College of Medicine) are subject to FIU regulations and the University-wide policies and procedures contained within the policy library (unless otherwise noted on a specific policy).

## We Are All Committed

We are expected to show commitment to our mission and values by familiarizing ourselves with our FIU Employee Code of Conduct. Additionally, all employees will receive periodic requests to complete compliance related policy acknowledgements and trainings that focus on adherence to FIU policies and procedures, laws and regulations, and ethical issues. We are all responsible for timely completion of assigned training to promote our understanding of our compliance commitments as members of the FIU community.

FIU's Employee Code of Conduct is supported by the President and executive leadership. The Board is responsible for developing cost-effective policies and implementing programs consistent with the University's mission and assuring that the University meets state policy, budgeting, and education standards.

The *FIU Student Code of Conduct* outlines expectations for FIU students. However, when FIU students act in the capacity of an employee, this Code of Conduct also applies.



# 10 STEPS

## To Ethical Decision-Making



We all may encounter tough decisions as part of our daily work. Behaving ethically means doing the right thing. Although our University's values and expectations are described in the University policies, procedures and the Florida Code of Ethics for Public Officers and Employees, this "Ethical Path" has been designed to assist you in handling difficult decisions. If you cannot comfortably answer "yes" to each of these questions, you should stop and seek advice from your supervisor, the Division of Human Resources or the Office of University Compliance and Integrity.

**1**

Is a decision required and have I considered if it is ethical to take or not to take an action at all?

**2**

Have I gathered all the facts related to this situation? Have I asked the right person/s for input? Consulted the best resources?

**3**

Do I know enough to understand the range of options available? What are my options for acting or refraining from acting?

**4**

Are the options I am considering legal? Do they comply with University regulations, policies and procedures?

**5**

Which option best supports the University's culture and is in alignment with FIU's values?

**6**

Which option best respects the rights of those affected and treats all stakeholders justly, equitably, and with dignity and respect?

**7**

Have I considered the broader impact of my options? Which option does the most good and the least harm? Which option best serves the University community as a whole?

**8**

Once I've made a decision, would I feel comfortable explaining it to my colleagues? Supervisor? Family? Could I defend my decision if it appeared on social media or in a public forum?

**9**

Have I consulted appropriate stakeholders? How can I implement my decision with attention to concerns and feedback of all stakeholders?

**10**

Did my decision turn out as I intended? If not, why? When reflecting on the outcome of my decision, what have I learned from this situation?



## REPORTING MISCONDUCT

We encourage open reporting and communication. Each member of the FIU community should seek to enhance a culture that promotes the University's commitment to ethical conduct, compliance with the law, and doing the right thing. As public employees of the State of Florida, we should all seek to provide assurance to our FIU community and the state at large that our conduct is in accordance with high ethical standards and compliance with applicable laws,

regulations and University policies and procedures. If you suspect something may be wrong, your reporting can minimize the potential negative impact on FIU and its community members. FIU prohibits any form of retaliation against individuals who make a reasonable, good faith report of potential misconduct or unethical or otherwise inappropriate behavior, or for their participation in an investigation.

### Investigation Process



### Reporting Methods

FIU maintains several reporting options and you may choose the option you are most comfortable with and that makes the most sense for your situation:



Visit <https://report.fiu.edu/>



Call the Ethical Panther Hotline at toll free number: 1-888-520-0570



File an online report via: <https://fiu.i-sight.com/portal>

The Ethical Panther line at FIU is an option for making a confidential report to identify or raise concerns. Reporters can also choose to file anonymously. This reporting tool provides an additional method for you to raise any compliance, suspected misconduct or unethical behavior concerns, or situations which you believe may be contrary to law, regulation, government contract, grant requirement, or University policies and regulations. Frequently Asked Questions (FAQs) regarding reporting available at: [Ethical Panther Hotline FAQs](#)



# Responsibility and Accountability: Truth

## FIU Values Truth

Truth in the pursuit, generation, dissemination, and application of knowledge





## Responsibility and Accountability: Truth

### OUTSIDE AFFILIATIONS AND CONFLICTS OF INTEREST

We strive to conduct business in an independent and impartial manner. We require disclosure and approval of outside affiliations and business relationships and relationships with family members (nepotism) so that any conflicts with our responsibilities to FIU are managed in accordance with the Florida Code of Ethics and University policies. FIU community members are expected to understand that when we use our influence to provide an unfair advantage to other FIU faculty, staff, administrative employees, students, family members, or vendors with whom we have a personal relationship, it undermines our credibility, and the trust others place in us.

Any University employee considering an outside activity/interest is required to report such activity and may not engage in such activity until the outside activity has been approved. Outside activity includes any private practice, private consulting, additional employment, teaching or research, or other activity, whether compensated or uncompensated, which is not part of the employee's assigned duties and for which the University provides no compensation.

#### For additional information and resources please refer to:

- [Board of Trustees: Operating Procedures of the FIU Board of Trustees](#)
- [FIU Policy 1710.075 - Conflict of Interest](#)
- [FIU Policy 140.105 - Ethics in Purchasing and Gift](#)
- [FIU Policy 1710.110 - Dual Employment and Compensation](#)
- [FIU Policy 1710.250 - Political Activity](#)
- [FIU Policy 1710.255 - Political Participation](#)
- [FIU Policy 1710.205 - Nepotism](#)
- [FIU Policy 2320.060 - Nepotism in Research](#)

### Your Compliance Commitments



You must complete a conflict-of-interest disclosure and receive approval prior to engaging in an outside activity.



You must seek prior approval before engaging in dual employment.



FIU faculty and staff members must complete the reporting requirement on an annual basis, even if there is no activity to report.



You must disclose any relationship, family-related or otherwise to avoid undue or inappropriate influence of terms and conditions of employment.



You must avoid the appearance of bias and unfair dealings by NOT accepting gifts from anyone doing business with FIU if the gift exceeds \$100.00. If you are procurement employee, there are additional restrictions.



You must follow stringent research requirements to avoid loss of federal grants and/or fines imposed on you and/or FIU.



### Political Activity

Employees may seek election to and hold public office upon notification to the President or his designee. Prior to seeking election to and holding such public office, the employee must establish that there is no conflict of interest between this activity and the responsibility of the individual to the University.



# Responsibility and Accountability: Truth

## INTEGRITY IN RESEARCH

FIU is committed to fostering an environment that promotes the adherence to applicable law, ethical principles, and professional standards while pursuing knowledge through research. The Office of Research and Economic Development (ORED) furthers this commitment to compliance by assisting those involved in FIU research with meeting professional, regulatory, and university requirements and maintaining high ethical standards in the conduct and reporting of their research.

ORED provides assistance in the following areas of research compliance:

- Human Subjects Protection
- Animal Welfare Protection
- Biosafety Protection
- Dual Use of Research Concern
- Conflicts of Interest
- Responsible Conduct of Research
- Research Misconduct
- Time and Effort
- Export Controls

For additional information and resources please refer to:

- [Faculty Handbook](#)
- [FIU Policy 2370.015 - Research- Human Subjects Approval Prior to Award Processing](#)
- [FIU Policy 2370.070 - Research Misconduct](#)
- [FIU Policy 2370.001 - Research- Animal Subjects Approval Prior to Award Processing](#)
- [FIU Policy 2370.005 - Conflict of Interest in Research](#)
- [FIU Policy 2320.060 - Nepotism in Research](#)
- [FIU Policy 2370.015 - Human Subjects Approval Prior to Award Processing and Registration](#)
- [FIU Policy 2370.010 - Export Control Policy and Procedure](#)
- [Export Controls Website](#)
- [Research Compliance Website](#)

## LEGAL AND REGULATORY REQUESTS

All FIU faculty, staff, administrative employees, officers, and agents must comply with Florida's Public Records Law, state retention schedules for University records, and laws and FIU procedures related to protecting the confidentiality of and retention of records.

We may not destroy or delete University records in our possession and control except in accordance with the record retention schedules applicable to FIU and upon disposition approval from the Records Management Liaison Office. When faculty, staff, administrative employees, officers or agents receive a public record request to inspect or copy a University record, they must immediately forward the request to the Office of the General Counsel.

For additional information and resources please refer to:

- [FIU Policy 150.110 - FIU Records](#)
- [Public Records FAQs](#)



## Responsibility and Accountability: Truth

### COMMUNICATING WITH EXTERNAL PARTIES

The Office of Media Relations is responsible for the central coordination of all press conferences, press releases and media inquiries that relate to or involve the University, except for those media inquiries that seek a personal opinion from any member of the FIU community in his or her individual capacity.

The University recognizes that deans, faculty members, administrators, and staff members may on occasion provide personal or professional opinions in their individual capacities that do not represent the University's official position on a subject. In such circumstances, University deans, faculty members, administrators, and staff members should take all reasonable measures to clarify to the media that the opinions expressed represent the individual's personal or professional opinions and do not represent or reflect the position of the University.

For additional information and resources please refer to:

- [FIU Policy 175.105 – Media Policy](#)
- [FIU Policy 175.150 – Digital Communications Standards Policy](#)





# Responsibility and Accountability: Freedom

## FIU Values Freedom

Freedom of thought and expression





## Responsibility and Accountability: Freedom

### ACADEMIC FREEDOM AND FREE EXPRESSION

We value the principles of academic freedom and academic responsibility. FIU endorses the Florida Board of Governor's Statement of Free Expression to support and encourage full and open discourse and the robust exchange of ideas and perspectives on our campuses. In addition to supporting this legal right, we view this as an integral part of our ability to deliver a high-quality academic experience for our students, engage in meaningful and productive research, and provide valuable public service. Academic freedom allows faculty to introduce a range of ideas and views in a learning context that expands intellectual diversity and critical thinking by providing a safe space to discuss and debate controversial subjects. The student experience is enhanced when students interact with others who have different views from their own by having their ideas challenged while maintaining an atmosphere of civility. FIU will not shield students, faculty, or staff from expressive activities which means FIU will not limit students', faculty members', or staff members' access to, or observation of, ideas and opinions that they may find uncomfortable, unwelcome, disagreeable, or offensive.

#### *Freedom from Censorship*

FIU faculty have the freedom to present and discuss academic subjects and research frankly and forthrightly without fear of censorship.

#### *Freedom to select teaching materials*

Faculty have the right to select instructional material and determine grades in accordance with University policies.

#### *Freedom to engage in scholarly activity*

Faculty are free to engage in scholarly and creative activity and publish the results in a manner consistent with their professional obligations.

FIU faculty are expected to fulfill his/her responsibility to the FIU community by demonstrating academic competence, professional discretion, and good citizenship.

For additional information and resources please refer to:

- [Faculty Handbook](#)
- [The FIU BOT-UFF – Collective Bargaining Agreement](#)
- [State University System Free Expression Statement](#)
- [Florida Statute Section 1004.097 Free Expression on Campus](#)



# Responsibility and Accountability: Freedom

## FREEDOM TO REPORT WITHOUT FEAR OF RETALIATION

We do not retaliate against someone who raises a question or concern regarding unethical behavior or unlawful conduct.

### **Anonymity and Confidentiality**

We have the right to remain anonymous when filing a report through the Ethical Panther Hotline. Investigators will take reasonable precautions to keep your identity confidential, consistent with conducting a thorough and fair investigation and in accordance with the law.

### **No Retaliation**

FIU takes all reports of possible misconduct seriously. We value the help of community members who, in good faith, identify potential problems that FIU needs to address. FIU does not tolerate retaliation! No one submitting a report will be subjected to retaliatory action for inquiring about possible criminal, unethical, or otherwise inappropriate activity or behavior, or reporting them in good faith. If you file a report and feel like you are experiencing retaliation as a result, contact the Office of University Compliance & Integrity immediately.

### **Whistleblower Status**

If you are NOT reporting anonymously and are seeking whistleblower status under the “Florida Whistleblower’s Act”, you may file your complaint directly with the FIU Office of Internal Audit:

### **FIU Office of Internal Audit**

11200 SW 8 ST, CSC 447

Miami, FL 33199

Email: [Auditors@fiu.edu](mailto:Auditors@fiu.edu)

Telephone: 305-348-2107

Fax: 305-348-6421

If whistleblower status is granted based on the nature of your complaint, your name and identity are exempted from public record. This status will only be granted if your complaint reaches the threshold required to meet criteria for whistleblower status as defined by Florida Statute.

*Good faith reporting does not mean that you must be right when you report your concern. However, you must act in good faith and have reasonable grounds for believing the information provided.*

*Intentionally filing a false report can lead to disciplinary actions up to and including separation of employment.*



For additional information and resources please refer to:

- [FIU 117 Fraud Prevention and Detection Regulation](#)
- [FIU Policy 125.205 - Office of Internal Audit Policy & Charter](#)
- [FIU University's Compliance and Ethics Charter](#)
- [State of Florida's Get Lean hotline 1-800-GET LEAN](#)



# Responsibility and Accountability: Respect

## FIU Values Respect

Respect for diversity and the dignity of the individual





## Responsibility and Accountability: Respect

### Diversity Equity and Inclusion

Florida International University is committed to provide the highest quality educational and employment experience to its students, faculty, and staff in a nurturing and supportive environment. In doing so, the institution is committed to ensuring that instruction and services are delivered in a manner that is reflective and supportive of diversity as it relates to gender, socioeconomic status, gender identity, race, ethnicity, physical and mental ability, nationality, military status, sexual orientation, spirituality, cultural identity, and any legally protected status.

We commit ourselves to building an academic community whose members represent and embrace diverse cultures, background and life experiences that reflect the multicultural nature of South Florida and our global society. Our goal is to build an intellectually vibrant climate that sustains the inclusiveness and engagement of our diverse community.

We recognize our responsibility to foster an open, welcoming, and inclusive environment of belonging. Students, faculty, staff, alumni, and our community of all backgrounds should be able to collaboratively learn and work. Diversity enriches our FIU community and is a driving force instrumental to our institutional success.

We encourage and expect the entire FIU community to model these values and to commit to recruiting, retaining, and supporting students, faculty, and staff who reflect the diversity of our global society.

For additional information and resources please refer to:

- [Division of Diversity Equity and Inclusion](#)



## Responsibility and Accountability: Respect

### Equal Opportunity

We are dedicated to treating every FIU community member with fairness, respect and dignity and refrain from engaging in any type of discrimination. FIU commits to building an academic community whose members represent and embrace diverse cultures, backgrounds and life experiences that reflect the multicultural nature of South Florida and the global society. Our goal is to build an intellectually vibrant climate that sustains the inclusiveness and engagement of our diverse community. The University is firmly committed to Equal Employment Opportunity (EEO) and to compliance with all federal, state, and local laws that prohibit employment discrimination on the basis of age, race, color, gender, national origin, religion, disability, protected veteran status, pregnancy discrimination and other protected classifications.

Faculty, staff, and administrative employees are expected to understand that it does not matter whether discrimination was intended; what matters is whether a reasonable person would believe that the FIU community member was treated differently or subjected to intimidation or a hostile environment as a result of belonging to a protected class or having a protected status.

Certain conduct may meet FIU's definition of discrimination even if it does not violate the law. Employees are responsible for adhering to FIU related policies and procedures.

For additional information and resources please refer to:

- [FIU Regulation 105 - Sexual Harassment \(Title IX\) and Sexual Misconduct](#)
- [FIU Regulation 106 - Nondiscrimination, Harassment and Retaliation \(Title VII\)](#)
- [FIU Policy 1705.010 Recruitment and Selection Policy](#)
- [Equal Opportunity Policy Statement](#)



# Responsibility and Accountability: Respect

## ANTI-HARASSMENT

We should treat every FIU community member with fairness, respect, and dignity and refrain from engaging in any form of illegal harassment, based on legally protected statuses.

### **ALL members of our FIU community are:**

- bound by FIU's Harassment Policies
- obligated to behave in a respectful manner and strictly refrain from any form of bias behavior
- prohibited from engaging in discriminatory, sexual harassment, sexual assault/violent behavior

### **ALL faculty and employees in supervisory roles are:**

- expected to be familiar with FIU's regulations on harassment and discrimination
- expected to take action if they witness any form of misconduct, including harassment and discrimination
- expose the University to liability if they fail to take action, engage in harassment or discriminatory behavior or permit these behaviors to occur

Harassment has an adverse impact on organizations and individuals including but not limited to productivity impediments, psychological damage, temporary or permanent absenteeism, and increased morale issues.

### **Forms of Harassment**

Harassment can occur in many forms including but not limited to comments, jokes, slurs, pictures, emails, or electronic media such as texting, instant messaging or blogging, sexual gestures, inappropriate touching, assault, or impending or blocking movement. For example, continuing to ask a co-worker to go on a date after they said no may be considered sexual harassment.

### **For additional information and resources, please refer to:**

- [FIU Regulation 105 - Sexual Harassment \(Title IX\) and Sexual Misconduct](#)
- [FIU Regulation 106 - Nondiscrimination, Harassment and Retaliation \(Title VII\)](#)
- [FIU-107: Intimate Relationships](#)
- [Civil Rights Compliance and Accessibility Office](#)



## Responsibility and Accountability: Respect

### WORKPLACE VIOLENCE PREVENTION

Faculty and employees are our greatest asset and therefore safety is a priority for everyone at FIU. Everyone has the right to disagree; however, being civil and maintaining respect, dignity and professionalism when disagreeing is imperative.

*Workplace violence is not limited to incidents that occur on campus.* Work-related violence can occur in off-campus activities and when using email, social media, and cell phones.

As faculty, staff, and administrative employees, you are expected to be mindful of your effect on others and when your words and conduct may be offensive. This also includes harming someone or treating them less favorably because they do not agree to submit to the requested behavior.

For additional information and resources please refer to:

- [FIU Policy 1710.135 - Firearms and dangerous weapons](#)
- [FIU Policy 1710.343 - Workplace Violence](#)
- [FIU Policy 185.005 - Security Awareness and Programs for Students and Employees](#)
- [University Police Department](#)





# Responsibility and Accountability: Responsibility

## FIU Values Responsibility

Responsibility as stewards of the environment and citizens of the world





# Responsibility and Accountability: Responsibility

## CONFIDENTIALITY, PRIVACY AND SECURITY

Confidential, private, and sensitive FIU information must be safeguarded. We safeguard against the unauthorized use, distribution, disclosure, and access of confidential information related to academic, business, financial, health, personnel, and student education records.

Faculty, staff, and administrative employees may not use confidential information obtained during their employment for any personal gain nor offer confidential information to others. Violations of certain privacy laws may result in the loss of federal funding and/or result in significant financial fines and reputational damage to FIU.

### **For additional information and resources please refer to:**

- [FIU Policy 2320.095 - Sponsored Project Proposal Confidentiality](#)
- [Office of the Registrar](#)
- [HIPAA Privacy Policies](#)
- [FIU Regulation 108 - Access to Student Education Records](#)
- [Student Privacy & FERPA](#)
- [US Department of Health & Human Services](#)
- [IT Security](#)

## RESPONSIBLE USE OF FIU RESOURCES

We use FIU property, systems, equipment, and resources for legitimate University purposes only (e.g., internet systems, email, telephone, computer, etc.). The University recognizes that FIU community members may occasionally need to make personal use of University resources; however, personal use must be reasonable, minimal and should not result in additional costs or interference with FIU business operations. FIU funds must also be managed and expended responsibly and prudently, avoiding improper use.

Faculty, staff and administrative employees are expected to handle FIU assets, including property, equipment and data in a way that protects individual privacy and protects FIU's interest.

We may not destroy or delete University records in their possession and control except in accordance with the record retention schedules applicable to FIU and upon disposition approval from the Records Management Liaison Office. The State of Florida, our students and our community expect us to act as stewards of the resources that have been entrusted to us. Inappropriate use of our resources, even by one employee can be harmful to our reputation.

### **For additional information and resources please refer to:**

- [FIU 117 Fraud Prevention and Detection Regulation](#)
- [FIU Policy 150.110 - FIU Records](#)



# Responsibility and Accountability: Responsibility

## ENVIRONMENT AND WORKPLACE HEALTH AND SAFETY

We are committed to safeguarding the health, safety, and environment of our FIU community. The Department of Environmental Health & Safety (EH&S) works to ensure that activities conducted at FIU are in compliance with regulations, statutes, and best management practices applicable to the areas of safety, environmental compliance, and fire prevention.

Maintaining a healthy and safe environment is a collaborative effort and we must all play our part. As an FIU faculty, staff or administrative employee, you are expected to adhere to safety policies and regulations and ensure our work environment remains free of any hazards that could potentially cause an injury or incident. This includes completing any safety training associated with your job responsibilities and tasks. If you are engaging in activities that require the handling, storage, or disposal of special hazard materials/equipment, you must follow all regulatory requirements and university policy. It is your responsibility to report workplace injuries, illnesses, or unsafe conditions, including “near-misses”. Timely reporting will help prevent others from being injured.

### Reporting Concerns

You can report a problem or concern to EH&S about any type of safety or hazardous conditions such as fire safety, physical, radiological, biological, or chemical hazards, indoor air quality, golf cart safety concerns, etc. The online Health & Safety Reporting Form may be accessed at <https://ehs.fiu.edu/report/index.html> or you may contact EH&S at [ehs@fiu.edu](mailto:ehs@fiu.edu). Please visit the EH&S website for more information: <https://ehs.fiu.edu/index.html>

## Drug-Free Campus and Workplace

The FIU policy on Drug and Alcohol Abuse and Prevention Policy must be complied with, to ensure the well-being of faculty, staff and students and to comply with appropriate federal laws regarding the use and sale of controlled substances and alcohol. The unlawful manufacture, distribution, dispensation, possession, use, trade, or sale of a controlled substance or alcohol by any FIU faculty and staff or students on campus or at any University sponsored or related activity threatens the well-being and health of the FIU community.

## Firearms and Dangerous Weapons

All persons, except for those exempted below, are prohibited from possessing, storing, manufacturing, or using a dangerous article, including but not limited to, firearms, destructive devices, explosives, slingshots, weapons, tear gas guns, electric weapons or devices and fireworks, on any property owned, used or under the control of FIU in accordance with Florida Statutes. Those exempted include law enforcement officers in the official capacity of their duties; University law enforcement personnel; faculty in the performance of instructional or research responsibilities, only with written approval from the Provost and previous notification to the University’s Chief of Police; and those meeting the requirements of Florida Statute 790.25.

### For additional information and resources please refer to:

- [FIU Policy 1710.135 - Firearms and dangerous weapons](#)
- [FIU Policy 150.405 - Environmental Management](#)
- [FIU Policy 1991 - Drug-Free Campus/Workplace drug and alcohol abuse prevention policy Chapter 316](#)
- [FIU Policy 1150.030 - University Golf Cart Policy](#)
- [FIU Policy 125.405 - Security in Labs with Special Hazards](#)
- [Florida Statutes: State Uniform Traffic Control](#)
- [University Police Department](#)
- [Florida Statute Section 790.115 Weapons and Firearms](#)
- [Florida Statute Section 790.25 Lawful Ownership, Possession, and Use of Firearms and Other Weapons](#)



# Responsibility and Accountability: Responsibility

## INTERNATIONAL CONSIDERATIONS

In order to responsibly support FIU's global mission, we must understand the importance of complying with all state and federal laws and regulations and University policies and processes that govern our international engagement activities. We are committed to fulfilling all of our compliance obligations that apply to who we are, what we do, and how and where we serve our students.

### **International Law**

FIU's international activities may be subject to the laws of other countries. If you have questions, contact the Office of the General Counsel or FIU Global for guidance.

### **Anti-Bribery and Corruption**

We respect global laws and conduct business with government officials in accordance with the law of the United States and the foreign countries where FIU does business, including but not limited to the Foreign Corrupt Practices Act.

### **For additional information and resources please refer to:**

- [FIU Division of Human Resources Website](#)
- [Office of the General Counsel Website](#)
- [Office of University Compliance and Integrity Website](#)
- [Export Control Website](#)
- [Guidance Regarding Foreign Influence and Research](#)
- [FIU Policy 2370.010 - Export Control](#)

### **Export Control**

We comply with applicable regulations that prohibit the export of certain items and information, or the export of items and information to restricted parties or to certain destinations without a license.

FIU provides Export Control training to support community members who conduct research activities, attend conferences, or enter into academic agreements to provide services or perform research outside of the United States.

**Violations of trade sanctions for export controls can result in severe monetary civil penalties (in excess of \$1 million), at the institutional and/or individual violator level; federal debarment; revocation of export privileges; and referral to the U.S. Department of Justice for criminal prosecution.**

### **Foreign Influence and Global Risk**

Whether we are hosting a visiting scholar, traveling or shipping internationally, performing research, attending an international conference or engaging in any range of activities across FIU's Global Footprint, we must maintain awareness of and adherence to the policies, procedures and processes in place to responsibly fulfill our compliance obligations.

In order to mitigate concerns regarding inappropriate foreign influence we must educate ourselves and our students about relevant regulations and policies, complete all federal, state, and FIU disclosure requirements, and provide ongoing communications regarding any new or changing relationships with foreign entities.



# Responsibility and Accountability: Excellence

## FIU Values Excellence

Excellence in intellectual, personal, and operational endeavors





## Responsibility and Accountability: Excellence

### ATHLETICS

The mission of the FIU Athletics Compliance Office (ACO) is to function within the realm of the University's compliance structure, coordinating, monitoring, and verifying compliance with all NCAA and Conference requirements, and to educate the athletics department staff members, student-athletes, the various constituencies of the University and the community regarding NCAA regulations. The ACO is committed and compelled to the principle of institutional control in the operation of the athletics department in a way that is within the rules and regulations of the NCAA, the Conference, and the University.

The ACO shall do so by remaining dedicated to maintaining the highest standards of excellence and professionalism while working together with all athletics staff members, student-athletes, FIU personnel, alumni, boosters, and the external community. An environment that promotes respect, communication and teamwork will be the byproduct. Professional growth in the area of rules compliance will be encouraged and accomplished by fostering an environment that is supportive of the NCAA operating principles of competitive equity, diversity, gender equity, and improvement of the personal well-being of our student-athletes.

**For additional information and resources please refer to:**

- [ACO Operations Manual](#)
- [FIU Policy 910.001 – Student – Athlete Name, Image, and Likeness](#)





## Responsibility and Accountability: Excellence

### INTELLECTUAL PROPERTY

We encourage, facilitate, and reward the development and dissemination of original scholarship and research, effective pedagogy, creative endeavors, and copyrightable works. At the same time, we acknowledge that, as a public institution, we have a responsibility to ensure that intellectual property created at the University is appropriately developed to obtain maximum public benefit. We are responsible for recognizing and acknowledging the responsibility to protect and administer, under applicable state and federal law, the intellectual property rights that apply to the University.

As a condition of the University's provision of employment, services, facilities, equipment or materials to the Inventor, the University acquires and retains title to all Inventions made within the scope of University employment or research or created with University Support or made in the field or discipline in which the Inventor is employed by the University.

With respect to in-unit faculty, the FIU BOT-UFF Collective Bargaining Agreement governs any copyright interest that the faculty and/or University may have. Out-of-unit faculty, staff, and administrative employees are governed by FIU Policy.

#### For additional information and resources please refer to:

- [FIU Policy 1710.345 - Works and Copyrightable Materials](#)
- [FIU Policy 2390.001 - Inventions and Patents](#)

### EXCELLENCE IN THE WORKPLACE

We are Service Excellence oriented and committed to making FIU a great place for our FIU community and we:

- ✓ Treat all community members with respect and with courtesy at all times and in all matters.
- ✓ Take actions that are in the best interest of FIU.
- ✓ Perform assigned duties and responsibilities with the highest degree of public trust.
- ✓ Demonstrate proper office decorum by adhering to dress codes and professional courtesies and respect and dealings with fellow colleagues, students, members of the public, and any other persons associated or dealing with FIU.
- ✓ Lead by example by acting with the highest ethical standards.
- ✓ Provide direct reports with opportunities to learn and to demonstrate ethical behavior.

Collaborating with your team and others throughout the University will yield positive outcomes for the University and its students.

#### For additional information and resources please refer to:

- [Code of Ethics for Public Officers and Employees Chapter 112 Florida Statutes](#)
- [FIU Policy 1710.105 - Dress code](#)

## **Contact Information**

No policy can foresee every situation in which a question about ethical business conduct will arise.  
If you have any questions, require resources or advice, you are encouraged to contact the  
Office of University Compliance and Integrity.

### **Office of University Compliance & Integrity**

Modesto Maidique Campus, PC 429

11200 S.W. 8th Street

Miami, FL 33199

Telephone: (305) 348-2216

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