

USF Institute of Applied Engineering (IAE)

Policy Number: 400-04	Supersedes: New
Approval: USF IAE BOD 04/28/2022	Subject: Financial Code of Ethics
Effective date: 04/28/2022	

I. SCOPE AND PURPOSE

Financial ethics is a fundamental and vital principle based on the expectations of individuals to do their best to distinguish between right and wrong and to always try to do what is right. Sound financial decisions allow us to better support USF's higher education and research mission. Moreover, ethical decision-making fosters integrity, transparency, and trust among USF IAE employees and their relationships with USF faculty, staff, students, sponsors, and the public. Ethical behavior is not simply a matter of character. It is a matter of decision making, and ethics are advanced or depleted one decision at a time. Every individual makes choices and is accountable for the consequences of those choices.

II. POLICY

This Financial Code of Ethics applies to all USF IAE employees, regardless of rank or position. Each employee has a stewardship responsibility regarding funds under the control of USF IAE as well as other assets. Each employee is required to exemplify ethical standards at all times, to comply with the Florida Statute 112.313, Standards of Conduct for Public Officers, Employees of Agencies, and Local Government Attorneys, and to act in the best interest of USF and USF IAE when making decisions on behalf of USF IAE or when handling funds under the control of USF IAE, its assets, or financial records. Each employee will attest to compliance with this policy annually.

The following are examples (not all-inclusive) of required ethical behavior:

- USF IAE funds and assets must be used only for appropriate USF IAE business.
- USF IAE funds and assets must be used in accordance with USF IAE policies, USF policies and regulations, and applicable Federal and State laws and regulations.
- USF IAE employees may not use their positions in the organization for the improper use of USF IAE funds or assets. Neither should they use their position to compel another individual to improperly use USF IAE funds or assets, even if commanded to do so by an individual of higher rank or position.
- USF IAE employees may not use their positions in the organization for personal gain.
- USF IAE employees may not use their positions in the organization to improperly alter or destroy financial records and supporting documentation.
- USF IAE employees who have access to private information (e.g., addresses, bank information, birthdates, social security numbers, student information, etc.) are always required to maintain the confidentiality of that information.

- USF IAE employees who witness or become aware of another individual that has improperly handled USF IAE funds, assets, or financial records, even if that individual is of a higher rank or is a direct supervisor, are required to report this activity directly to senior management in that unit, USF Internal Audit, or the university confidential reporting line which can be accessed at:
Web: <https://secure.ethicspoint.com/domain/media/en/gui/14773/index.html>
Phone: 813-974-8411
- Required reports of Financial Code of Ethics violations are protected under USF Policy 0-020, Retaliation, Retribution, or Reprisals Prohibited. In addition, USF IAE employees working on Federal contracts have whistleblower protections under Federal Acquisition Regulation (FAR) 3.908-9 and certification of this code of ethics serves as notification of these protections under FAR 52.203-17.
- Other applicable USF regulations and policies include:
 - o USF Regulation 5.001 Fraud Prevention and Detection
 - o USF Policy 0-023 Internal Control
 - o USF Policy 0-027 Florida Code of Ethics for Public Officers and Employees; Compliance and Disclosure.

Distribution:

1. IAE Board of Directors
2. Staff

Policy Owner: This policy was developed by the IAE Executive Director for Enterprise Operations. Any questions regarding this policy should be directed to 813-974-6557.