

Staff Personnel Manual (SPP)

SPP 813: Code of Conduct for Business Activities

Effective: 7/1/1978

Revised: 7/1/2013

Purpose

To establish appropriate employee conduct related to university business activities

Sources

Arizona Revised Statutes §§ 38–503C, –504, –505

Arizona Board of Regents Policy Manual 6-905

University policy

Applicability

All regular [classified employees](#), [university staff](#), and [non-faculty administrators](#)

Policy

Employees will adhere to the business rules of the university and their [department](#). Inappropriate business activities as described will result in disciplinary action up to and including [termination](#) of employment. Inappropriate business activities in the following areas that will result in disciplinary action include, but are not limited to:

Commercial Endorsements

Inappropriate business activities by an employee related to commercial endorsements include:

1. participation in a commercial radio or television program, or form of media when there is a relationship between a product or process being advertised and the special field in which the employee is engaged in at the university
and
2. an employee’s endorsement of a commercial nature that indicates a connection with ASU or in any other way implies a university endorsement.

Private Endorsements

Inappropriate business activities by employees related to private endorsements include:

1. employee endorsements of political candidates for office or political issues in a manner that indicates a connection with ASU or in any other way implies a university endorsement
and
2. employee interests in particular party candidates or political issues that affect their objectivity about or their performance of regular duties.

Expression of Private Opinions

Inappropriate activities by an employee related to expression of private opinions through writing, any form of media, or to public officials or others include:

1. the use of university time and materials to express employee opinions about matters that do not relate to his/her responsibility at the university
and
2. implication of an employee's opinion as the university's opinion about matters that do not relate to his/her responsibility at the university.

Sales by Employees to the University

Inappropriate business activities relating to the purchasing of university supplies, materials, equipment, and/or contractor-type services from a university employee include:

1. purchases that do not result from a competitive bidding procedure
and
2. purchases that have not been approved by the appropriate vice president(s).

The university's definitive policy on awarding contracts and purchasing decisions can be found in the *Purchasing and Business Services Policies and Procedures Manual*.

Gifts and Gratuities

Inappropriate business activities related to the acceptance of gifts and gratuities include:

1. the acceptance of personal gifts
and
2. gratuities with a value considered beyond nominal or minor.

Refer to the *Purchasing and Business Services Policies and Procedures Manual*—[PUR 104](#), "Gifts and Gratuities" for the university's definitive policy.

Cross-References

For additional information on conflict of interest, see the *Academic Affairs Policies and Procedures Manual*—[ACD 204-08](#), "Conflict of Interest."

For related information, see:

1. [ACD 204-03](#), "Use of the University's Name"
and
2. [ACD 205-01](#), "Political Activity and Lobbying."