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

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

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.”