

## **UNIVERSITY OF WEST FLORIDA BUSINESS ENTERPRISES, INC. (BEI) POLICY**

**POLICY #:** BEI 1.01 – 4/13

**EFFECTIVE DATE:** APRIL 12, 2013

**POLICY/PURPOSE:** **CODE OF ETHICS** – It is the policy of BEI that employees shall adhere to the legal and ethical standards of the University of West Florida. BEI employees shall not engage in conduct that is dishonest or fraudulent, nor shall they accept duties, obligations, gifts or favors of monetary value or engage in private business or professional activities which conflict with the interests and policies of BEI or the University of West Florida or the State of Florida or its other direct support organizations.

**RESPONSIBLE OFFICE:** BEI

**1. APPLICABILITY:** All BEI employees.

### **2. POLICY**

BEI requires its employees to adhere to the ethical obligations set forth in Chapter 112, Part III, Florida Statutes, except section 112.3135, Florida Statutes (Restriction on Employment of Relatives). No employee shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature that is in conflict with the full and competent performance of the employee's duties or is in conflict with the best interests of BEI or the University.

BEI employees will otherwise comply with all sections of the Bylaws of UWF Business Enterprises, Inc., Sept. 9, 2011, UWF Employee Code of Conduct, HR-15.00-2004/07, including but not limited to:

- Conflict of Interest and Outside Activity
- Employment of Relatives (Nepotism)
- Financial Disclosure
- Political Activity
- Drug Free and Smoke Free Workplace
- Sale of Goods/Services or Use of Facilities

Failure to comply with these ethical requirements will subject an employee to disciplinary action and potential progressive discipline up to and including termination.