

UADA Policy 335.1 **Code of Ethics**

Purpose

The University of Arkansas System Division of Agriculture (“UADA”) is committed to the highest ethical standard and recognizes that its reputation is one of the most valuable assets and is committed to maintaining the trust and confidence of both the UADA community and the citizens of the State of Arkansas. UADA employees shall conduct themselves in a manner that strengthens the public’s trust and confidence and are required to adhere to the following principles of conduct and ethical standards:

- Conduct and integrity of the highest caliber;
- Honesty and fairness; and
- Accountability, transparency and commitment to compliance.

Policy

Ethical Standards

- A. **Compliance with Laws, Rules and Regulations**: Obeying the law, both in letter and in spirit, is the foundation on which UADA’s ethical standards are built. Employees must comply with applicable laws, rules, and regulations in every jurisdiction in which UADA does business. Employees should know enough about applicable federal, state, and local laws to determine when to seek advice from appropriate levels of UADA’s administration.
- B. **Fair Dealing**: Whenever they act on UADA’s behalf, employees are required to act honestly, in good faith, and with professionalism. No employee may take unfair advantage of another person through unlawful harassment, manipulation, abuse of privileged information, misrepresentation of material facts, or any other unfair practice.
- C. **Protection and Proper Use of UADA Resources**: No employee may use UADA property, information, or position for improper personal gain of themselves or their immediate family, and no employee may directly or indirectly compete with the UADA.
- D. **Timely and Truthful Public Disclosures**: Employees involved in the preparation of reports and documents filed with or submitted to federal, state, and local authorities on behalf of UADA, are required to make disclosures that are full, fair, accurate, timely, and understandable. Employees may not knowingly conceal or falsify information, misrepresent material facts, or omit material facts. These same obligations also apply to other public communications made on behalf of UADA.

UADA depends on sound business practices and compliance with law because of its obligations as an organization entrusted with government and private funds. As such, UADA depends on rigorous observance of internal control, generally accepted accounting principles,

financial recordkeeping and reporting policies, and on the maintenance of internal audit and compliance mechanisms. UADA employees must record, allocate, and document revenue, expenditures, time, effort and other information in a way that is accurate, clear, complete and timely.

Reporting Known or Suspected Violations

Employees are required to report promptly any known or suspected violations of this Code to UADA's Compliance Officer. No retaliatory action of any kind will be permitted against anyone making such a report in good faith. UADA will strictly enforce this prohibition.

Accountability for Violations

If this Code is violated, including failure to report a violation or by withholding information relating to a violation, an employee may be disciplined, with penalties up to and including termination of employment. Violations of this Code may also constitute violations of law and may result in criminal and/or civil liability for the employee and UADA. All employees are required to cooperate in internal investigations of possible misconduct.

Guidance

In some situations, it may be difficult to know if a violation has occurred. Because it is impossible to anticipate every situation that will arise, employees having questions about their obligations under this Code should consult with UADA's administration and/or UADA General Counsel.

UA Board of Trustees (UABOT) Code of Ethical Conducts Policy 335.1

The Board of Trustees of the University of Arkansas adopted a Code of Ethical Conduct Policy ([UABOT 335.1](#)) that applies to all UA System employees.

Previous versions: October 2009; March 2014