

2700 Standards of Business Practice

SECTION: INTERNAL CONTROLS
EFFECTIVE: NOVEMBER 1, 2007
REVISED:
RESPONSIBLE OFFICE: VPAF
APPROVAL: VPAF

PURPOSE

The Graduate Theological Union's mission of equipping leaders for a future of diverse religions and cultures requires all members of its community to share a commitment to the highest standards of personal, professional, and business conduct. We can be successful in providing the best education for these leaders only if we act in a manner that embodies the best in ethical behavior. Therefore, every member of the GTU faculty, staff and administration is expected to follow the following standards of business conduct.

STANDARDS

The following standards are designed to express the principles that are embodied in the Statement of Ethics (Policy 3101) and other policies of the GTU.

1. *Ethical conduct.* As stated more fully in the Statement of Ethics (3101), GTU employees are expected to maintain high standards of personal, professional, and business conduct and behavior, display integrity, employ the best judgment and ethics possible, and use their professional skills to the best interests of all. They should act with the awareness that their behavior serves as a model for the values and respect we wish to instill in our students.
2. *Respect for Others.* The GTU encompasses a diversity of cultures, racial, sexual and faith traditions and backgrounds. It is a community where social activism, critical thinking, and openness to new ideas are deeply rooted. This community can exist only if we treat one another with tolerance and respect, acknowledging the rights and dignity of others. Intolerance, harassment and disrespect have no place in the GTU environment. (See Non-Discrimination Policy, Sexual Harassment Policy, Statement of Ethics (3101)).
3. *Compliance with laws and regulations.* The GTU is subject to many federal, state and local laws and regulations, and the GTU expects all employees to comply with these laws and regulations. Beyond simple compliance, all employees are expected to actively inform themselves about the laws and regulations pertaining to their work and keep current with changes made to them. Faculty, staff and administrators should be aware that not complying with laws and regulations could have financial consequences for the GTU and could negatively impact the image of the school.
4. *Compliance with GTU policies and procedures.* The GTU has established policies and procedures designed to make sure the school complies with laws and regulations, and to make sure school operations are conducted in the best manner. GTU faculty, staff and administrators are expected to comply with these policies and procedures, and to inform themselves about those that are applicable to their work.

5. *Compliance with gift, grant and other contractual obligations.* The GTU acts as steward to many funds made available to the school by generous individuals, foundations and other donors. The GTU provides services to member schools and at times enters into contractual agreements and memoranda of understanding with member schools, other institutions and vendors. All GTU employees are expected to adhere to these agreements and act in good faith when conducting business governed by them.
6. *Conflict of Interest.* As more fully stated in the Conflict of Interest (3110) and Gifts to Employees (3120) policies, faculty, staff and administrators must avoid improper conflicts of interest when conducting business for the GTU. Employees are expected to make decisions that are in the best interest of the GTU and be free of, or disclose, financial conflicts of interest. Furthermore, employees are expected to actively seek to identify and resolve any potential conflict of interest, so that all decisions are above reproach.
7. *Individual responsibility and accountability.* As a small institution, many GTU employees have broad job descriptions and work in many different areas. All faculty, staff and administrators should exercise responsibility appropriate to their positions and titles. As a community of scholars and administrators, we are accountable to one another for our actions and our inaction. Employees should be clear about their responsibilities. If they are not clear, they should seek clarity from their supervisors. In conducting their responsibilities, employees are expected to exercise sound judgment to the best of their ability. Employees with supervisory responsibilities should make sure that their supervisees receive adequate training, understand their responsibilities, the laws and regulations that pertain to their work, and applicable GTU policies and procedures.
8. *Stewardship of property and funds.* As stewards of GTU property and funds, as well as the funds contributed to the school by others, all employees are expected to treat property with care and expend funds prudently. We should all endeavor to avoid waste and improper use. We should not use GTU property for personal benefit without authorization.
9. *Appropriate use and protection of confidential information.* In the course of carrying out their responsibilities most faculty, staff and administrators at the GTU come into contact with confidential information. This information could be about students, donors or other employees. In many cases, the protection of this information is governed by federal or state law. GTU employees are expected to maintain the confidentiality of such information, protect it from exposure or loss, and use it only for appropriate purposes.
10. *Gifts to Employees.* Employees are expected to uphold the integrity of the GTU in the highest manner when conducting business operations of the school with outside organizations, vendors and individuals. Along with prudent business judgment, employees are expected not to compromise business transactions in exchange for personal gifts. In general, employees cannot accept gifts from outside sources for personal benefit. In some instances, if it furthers GTU goals, promotional materials and business meals may be acceptable. (See 3120 Gifts to Employees)
11. *Obligation to report suspected material violations.* GTU faculty, staff and administrators are encouraged to report suspected material violations of these standards, of laws and

regulations, or of school policies and procedures to a supervisor, the Vice President for Administration and Finance, or the President. You may also consult the “Resources for Guidance on these Standards” below.

12. *Retaliation.* Retaliation against employees who in good faith report possible violations of these standards is against GTU policy.
13. *Violation of standards.* Violations of laws and regulations, of GTU policies and procedures, or of these standards may carry disciplinary consequences, up to and including dismissal from employment.

RESOURCES FOR GUIDANCE ON THESE STANDARDS

Area	GTU Office	Phone Number
Academic fraud	Academic Dean	510/649-2440
Conflict of interest – faculty	Academic Dean	510/649-2440
Conflict of interest – staff	Vice President for Administration and Finance	510/649-2433
Property and facilities	Facilities Engineer	510/649-2477
Environmental hazards	Facilities Engineer	510/649-2477
Financial policies and controls	Controller	510/649-2434
	Vice President for Administration and Finance	510/649-2433
Information technology	Director of Computing Services	510-649-2577
Personnel issues	Personnel Director	510/649-2435
Student issues	Vice President and Dean of Students	510/649-2464