



BUSINESS ETHICS HANDBOOK

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Integrity and ethics exist in the individual, or they do not exist at all. They must be upheld by individuals, or they are not upheld at all. To ensure that integrity and ethics are characteristics associated with New Mexico State University, each NMSU official, employee and representative is expected to comply with the Principles of Ethical Conduct expressed in the Regents Policy Manual (RPM) and the Administrative Rules and Procedures of NMSU (ARP):

1. Members of the university community are expected to exercise and demonstrate personal and professional honesty and to respect the rights, values and contributions of others.
2. Members of the university community are expected to be aware of and comply with relevant laws, regulations, contract requirements and university policies and procedures. An unethical practice should never be condoned on the grounds that it is “customary” or that it serves a worthy goal.
3. Individuals with access to confidential, proprietary or private information must never use or disclose such information except where authorized or legally obligated to do so.
4. All members of the university community are responsible for avoiding, where possible, real or potential conflicts of interest and commitment between personal and professional responsibilities, including relationships that have the appearance of a conflict.
5. The university’s interests should be foremost in all official decision making and employees and others acting on behalf of the university shall remove themselves from decision-making roles that involve them in any personal capacity or which involve their friends or family members.
6. All individuals acting on behalf of the university have a responsibility to ensure that funds and other assets received are used in an ethical manner. Assets of the university (including personnel), whether tangible or intangible, may not be used for illegal purposes or personal gain.
7. Members of the university community shall strive to present all information, including financial information and research data and results, completely and accurately.

A NMSU employee who has reasonable grounds to believe an ethics violation has occurred should talk to a supervisor or the fiscal monitor for their academic or administrative unit. If the supervisor or fiscal monitor is involved in the alleged violation, the employee may report outside the employee’s reporting line and unit to report to the Administration and Finance Office or to the Office of Audit Services. Additionally, the University also maintains a confidential reporting line (<https://ethicsreport.nmsu.edu/>) through which employees, students and the public may anonymously report suspected fraud or other concerns. Retaliation for having made a report, or for cooperating with any resulting investigation is prohibited, and will be grounds for disciplinary action up to and including termination of employment, should it be substantiated.

In addition to the above Principles of Ethical Conduct, NMSU officials, employees and representatives are expected to comply with all other applicable policies, procedures, laws, union contracts and regulations which address ethical conduct and standards of business conduct for specific situations, some of which are listed in the table below.

Cross Reference to Other Ethics/Conduct Policies and Procedures

RPM and ARP 3.00 describes generally the ethical business principles and practices by which all NMSU entities shall operate. It is supplemented by many other policies and procedures addressing appropriate conduct for specific situations. Those other policies and protocols include, but are not limited to, those listed in the following table.

Cite to NMSU Policy or Protocols <i>(reference includes all subparts)</i>	Title or Description
ARP 3.00	Ethical Conduct Required in all NMSU Operations
ARP 3.01	Duty to Report Ethical Concerns; Retaliation Prohibited
ARP 3.02	Principles, Definitions and Examples relating to Conflicts of Interest/Commitment
ARP 3.11	Conflicts of Interest/Commitment in Sponsored Activities
ARP 3.12	Procedures to Resolve COI Relating to Sponsored Activities
ARP 3.13	Conflicts of Interest Arising from Consensual Relationships
ARP 3.14	Non-Work Related Use of University Resources
ARP 3.25	Discrimination, Harassment and Sexual Misconduct on Campus
ARP 3.26	Gender Equity and Statement of Principles
ARP 3.40	Process for Disability Accommodation
ARP 3.63	Freedom of Expression
ARP 3.70	Academic Freedom
ARP 3.80	Prohibition of Hazing and Hostile Misconduct
ARP 4.50	Outside Employment or Activities
ARP 5.10 – 5.11	Student Academic Code of Conduct
ARP 5.20 – 5.26	Student Social Code of Conduct
ARP 6.85	Standard Administrative Office Hours
ARP 6.86	Faculty Availability and Office Hours
ARP 6.92	Faculty Consulting
ARP 11.00	Research Guiding Principles
ARP 11.19	Faculty Distribution of Effort
ARP 13.10	Investment Management

Cite to NMSU Policy or Protocols <i>(reference includes all subparts)</i>	Title or Description
ARP 14.01	Compliance with Business Procedures Manual
ARP 14.10	Records Integrity and Retention
ARP 14.92	Sales and Solicitation
ARP 15.11	Acceptable Use of ICT Equipment and Resources
ARP 15.80	Use of NMSU Logo; University Communications
ARP 15.91	Identity Theft Protection
ARP 16.06	Regulation of Firearms on NMSU Premises
ARP 16.10	Emergency Preparedness and Response
ARP 16.15	Fire Safety, Prevention and Emergency Medical Services
ARP 16.60	Permitted Alcohol on NMSU Premises
ARP 16.63	Smoking and Tobacco Use Restrictions
ARP 16.65	Drug and Alcohol Free University Community
ARP 18.45	Lobbying
https://hr.nmsu.edu/boffice/wp-content/uploads/sites/4/2013/05/gen_cash_safe_manual.pdf	General Cash Safeguarding Manual (provides guidelines for NMSU departments that receive cash)
https://hr.nmsu.edu/boffice/wp-content/uploads/sites/4/2015/08/signature-authority-table-revised-07.31.15.pdf	Signature Authority Table (referenced in RPM 1.30, Delegation of Authority)
https://ethicsreport.nmsu.edu/	NMSU's Confidential Reporting Line used to report reasonable suspicion of potential ethical or policy violations
https://athleticscompliance.nmsu.edu/	Compliance with NCAA requirements