

## GOVERNANCE AND LEGAL

Effective Date: January  
1, 2002

Date Revised: May 21,  
2018

Supersedes:

Related Policies:  
Code of Ethical Conduct  
Faculty Handbook

Responsible  
Office/Department:  
Human Resources  
Management

Keywords: Behavior;  
Conduct; Ethics;  
Compliance;  
Environment; Conflicts  
of interest; Gifts;  
Confidentiality;  
Endorsements;  
Vendors; Appropriate  
use (computers);  
Property; Records;  
Signature authority;  
Contracts;  
Relationships; Sexual  
harassment;  
Whistleblowers;  
Political activity; Use of  
funds

# Policy on Professional Standards and Business Conduct

## I. Purpose and Scope

Northeastern University is committed to operating within the highest standards of integrity and ethics, and to fostering a culture of compliance with legal and regulatory requirements and university policies in all its activities. Faculty and staff have an obligation to perform their responsibilities in a manner that supports and advances the university's mission, goals, and ethical standards.

This policy applies to all Northeastern University faculty and staff.

## II. Definitions

N/A

## III. Policy

All faculty and staff are required to comply with all applicable university policies including, without limitation, the Code of Ethical Conduct, applicable Human Resources Management policies, and the core compliance policies listed within each section below.

### A. Compliance with Laws, Rules, and Regulations

- [Code of Ethical Conduct](#)
- [Policy on Students Rights Under the Family Educational Rights and Privacy Act \(FERPA\)](#)

- [Policy on Drug-Free Workplace](#)
- [Policy on Environmental Health & Safety](#)
- [Policy on Export Control](#)
- [Policy on Foreign Corrupt Practices Act](#)

## B. Good Faith Conduct and Accountability

The university expects all employees to be truthful, to act in good faith in university endeavors, and to take responsibility for their actions.

- [Whistleblower Policy](#)
- [Policy on Political Campaign Related Activity](#)
- [Policy on Use of University Social Media Accounts](#)

## C. Respect for the Rights and Dignity of Others

All faculty and staff are expected to treat other members of the community with respect and professionalism. Illegal or inappropriate workplace threats, violence, harassment, intimidation, coercion, and discrimination are prohibited.

- [Policy on Equal Opportunity](#)
- [Policy on Sexual Harassment](#)
- [Policy on Non-Fraternization](#)
- [Policy on Rights and Responsibilities Under Title IX](#)
- [Policy on Smoke-Free Campus](#)
- [Policy on Appropriate Use of Computer and Network Resources](#)
- [Policy on Workplace Violence](#)

## D. Avoiding Conflicts of Interest

All employees are expected to avoid actions or engagements that are in conflict with their position, and must report potential conflicts, whether financial, personal, or

potential “appearance of conflict” issues. Employees may not use their position for personal advantage.

- [Policy on Conflict of Interest and Commitment](#)
- [Policy on Gift Acceptance](#)
- [Policy on Endorsements and Use of University Identifiers](#)

#### E. Protection and Proper Use of University Assets

Faculty and staff must maintain the confidentiality of nonpublic university information, records and data entrusted to them.

- [Policy on Confidentiality of University Records and Information](#)

All employees must safeguard and respect university property and resources, and report fraud, waste and abuse.

- [Policy on Signature Authority](#)
- [Whistleblower Policy](#)
- [Policy on Use of University Funds](#)
- [Policy on Appropriate Use of Computer and Network Resources](#)
- [Policy on Retention and Disposition of University Record](#)
- [Policy on Asset Disposition](#)
- [Policy on Handling Payments Made to the University](#)

#### **IV. Additional Information**

The university expects all faculty, including part-time faculty, and all staff to adhere to and act in accordance with this policy, and to be familiar and comply with the current version of all applicable university policies, including those specifically listed above. Failure to comply may lead to disciplinary action up to termination, or the pursuit of civil or criminal proceedings as appropriate.

The university retains the right to issue, amend, or withdraw a university policy at any time.

## **V. Contact Information**

Human Resources Management (617) 373-2230

Compliance (617) 373-5893

Finance (617) 373-2240

Audit and Advisory Services (617)373-4041

ITS (617) 373-4357

Office for University Equity and Compliance (617) 373-4644

Environmental Health & Safety (617) 373-2769

Marketing and Communications (617) 373-5470

Government Relations (617) 373-8528