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Next Review	3 years after approval	

University Code of Conduct

POLICY STATEMENT

Individuals acting on behalf of the University of North Dakota (UND/the University) are expected to conduct themselves in ways that uphold and enhance the public's trust in the University's integrity. Their actions should always align with their responsibilities to the University and avoid any behavior that conflicts with those obligations.

In carrying out their professional duties, representatives of the University are expected to demonstrate:

- Integrity: A continual commitment to honesty, accountability, and ethical behavior.
- Trustworthiness: Reliability and dependability in all professional activities
- Fairness: Impartial and unbiased treatment of others.
- Respect: Civility, courtesy, and consideration in interactions with colleagues, students, and the public.
- Stewardship: Responsible and careful management of University property and resources.
- Compliance: Adherence to applicable federal, state, and local laws; National Collegiate Athletic Association and other regulations; and State Board or Higher Education (SBHE), North Dakota University System (NDUS), and UND policies and procedures.
- Privacy and Confidentiality: Protections of sensitive University information, including student records, personnel files, patient information, research information, and documents related to contract negotiations.

REASON FOR POLICY

The UND Code of Conduct is designed to establish clear guidelines for professional behavior among all

individuals acting on behalf of the University, including executive officers, employees, student employees, volunteers, and other representatives. This policy aims to communicate the University's expectations of conduct, ensuring that members of the UND community uphold ethical, legal, and professional standards as they work toward the institution's mission of delivering exceptional educational experiences through high-quality teaching, innovative research, and meaningful engagement to the community of the university.

SCOPE OF POLICY

- President
- Vice Presidents, Associate & Assistant Vice Presidents
- Deans, Directors & Department Heads
- Area Managers & Supervisors
- Faculty
- Staff
- Student Employees
- Others: Volunteers & Affiliates

CONTACTS

Specific questions should be directed to the following:

Subject	Contact / Telephone	Department/Office E-Mail Web Address
Policy Clarification	Human Resources / 701.777.4226 Academic Affairs / 701.777.2167	Human Resources Website Academic Affairs Website
Conflicts of Interest/ Commitment	Human Resources / 701.777.4226 Academic Affairs / 701.777.2167 Research & Economic Development / 701.777.4079	Human Resources Website Academic Affairs Website Research Compliance & Ethics Website
Health & Safety	Department of Public Safety / 701.777.3341	Department of Public Safety Website
Information Security	University Information Technology / 701.777.2222	University IT Website
Internal Controls	Controller / 701.777.3178 Internal Auditing / 701.777.2134	Controller Website Internal Auditing Website
Reporting Violations	NDUS Reporting Hotline Civil Rights & Title IX / 701.777.4171 Human Resources / 701.777.4226 Academic Affairs / 701.777.2167 Internal Auditing / 701.777.2134	NDUS Fraud & Compliance Hotline Civil Rights & Title IX Website Human Resources Website Academic Affairs Website

DEFINITIONS

There are no definitions associated with this policy.

PRINCIPLES

While this document does not attempt to dictate every specific action, it outlines the University's values and standards, serving as a framework for responsible conduct. UND's mission focused on excellence in teaching, innovative research, and meaningful engagement is dependent upon the ethical and responsible actions of all community members. By adhering to these standards, individuals contribute to the University's overall success and reputation, fostering a positive environment for education, collaboration, and public service.

This code of conduct reflects UND's commitment to integrity and accountability, both within the University and in its interactions with the broader community. It encourages compliance with all applicable laws and regulations while safeguarding the ethical foundation of the institution. The University's ability to attract and retain exceptional employees and students depends on a shared dedication to these high standards of conduct, which foster civility, collegiality, and responsible stewardship in every aspect of University operations.

Individual Responsibility and Accountability

Employees must assume and exercise responsibility appropriate to their positions and roles. This includes responsibility for understanding and adhering to the current requirements and expectations applicable to their university activities. They must exercise sound judgment, and they are accountable to each other, to the University, and to themselves for their actions and their decisions not to act. Managers, supervisors, and others who delegate tasks are responsible for providing appropriate oversight. When roles or responsibilities are unclear, individuals should contact the appropriate UND personnel for clarification and guidance.

PROCEDURES

To fully comply with this Code of Conduct, employees must understand and adhere to all UND regulations relevant to their employment. This includes being familiar with the expectations outlined in SBHE policies, NDUS procedures, and UND policies, procedures, handbooks, and related documents. A non-exhaustive list of such supplemental documents may be found in Related Information.

Academic Freedom and Freedom of Expression

Academic freedom is essential to teaching, learning, and discovery at the University. It allows faculty and students to explore ideas, ask questions, and engage in open discussion within their fields of study. (See SBHE Policy 401.1 - Academic Freedom in Related Information.)

The free exchange of ideas is necessary for the discovery and dissemination of knowledge, and UND is committed to maintaining an environment where freedom of expression can flourish. Employees are responsible for respecting others' right to freedom of expression.

Respect, Workplace Civility, and Collegiality

UND is committed to cultivating a vibrant, inclusive community where all individuals are treated with respect, dignity, and professionalism. Employees share responsibility for fostering an environment that upholds academic freedom and fair treatment, guided by the University's core values of learning, equity, affinity, discover, and service. Discrimination and harassment are prohibited.

The University also values civility and collegiality, with employees expected to interact with one another thoughtfully and courteously, regardless of differences in perspectives or backgrounds. Managers and supervisors are responsible for providing constructive feedback in a respectful and private conversation, and all employees are expected to receive and respond to such feedback professionally. The goal is to ensure a positive, respectful workplace for everyone, where collaboration advances the University's mission. (See Discrimination & Harassment, Sexual Misconduct, and Title IX Sexual Misconduct policies in Related Information.)

Professionalism, Integrity, Honesty, and Ethical Conduct

Employees are essential to the University's mission. They are expected to act with professionalism, integrity, honesty, and meet performance and quality standards set by their supervisors. Those in supervisory positions are to model ethical conduct and support intellectual freedom. Employees must protect private and confidential information, disclose conflicts of interest, use resources responsibly, follow health and safety practices, and comply with relevant federal, state, and local laws; and SBHE, NDUS, and UND policies and procedures.

Privacy and Confidentiality

University employees receive and generate a variety of private and confidential information, including personally identifiable information about students, employees, patients, and research subjects, as well as business information and intellectual property from UND and its research and business partners. Legal and contractual requirements, as well as University policies and procedures, prohibit unauthorized access to or use of such information. University employees are permitted to access, use, or disclose such information as allowed. If the nature of the information is in doubt, the employee should err on the side of discretion until additional guidance is obtained.

Conflicts of Interest and Conflicts of Commitment

UND requires its employees to be vigilant in identifying and managing potential conflicts of interest or conflicts of commitment that may arise from outside activities or fiscal interests. These conflicts, whether actual or perceived, could influence or appear to influence university work. Employees are

required to disclose such conflicts to the University for review and appropriate management. Policies also prohibit accepting personal gifts, gratuities, or payments from vendors doing business with UND, and discourage activities that could impair the ability to meet University responsibilities. UND promotes transparency, requiring employees to separate their UND obligations from outside commitments, and disclose relationships to/with companies/board(s) of directors, and funding sources for research. (See Disclosure of Non-Research Related Conflicts of Interest and Conflicts of Commitment, Conflicts of Interest in Research, and Procurement policies in Related Information.)

Internal Controls and Appropriate Use of University Resources

Internal controls safeguard UND's assets, ensure operational efficiency, and uphold financial integrity. These controls include the segregation of duties, adherence to approval authorities, and effective oversight, all designed to prevent fraud and promote accountability. Employees are expected to fulfill their responsibilities in maintaining these controls and using University resources, including funds, property, and facilities, responsibly, in line with sustainability principles. This also includes expending research and donor funds in accordance with sponsor requirements and contractual restrictions. University assets may not be used for personal or other unauthorized purposes, and no consent or approval is valid if the use violates law, University policy, or the intended purpose of the asset.

UND emphasizes safeguarding federal, state, and university system resources. All benefited employees are required to complete annual fraud awareness training, documented by the institution. Employees must report suspected theft, fraud, or improper use of resources. The University complies with federal whistleblower protection laws and safeguards those who report misconduct from retaliation. (See Employee Responsibility and Activities: Theft, Fraud, Abuse and Waste policy in Related Information.)

Health and Safety

UND upholds a comprehensive set of health and safety policies, guidelines, and standards aimed at fostering a strong safety culture. All members of the UND community share the responsibility of ensuring a safe, secure, and healthy environment for students, employees, volunteers, and visitors. These practices help reduce injuries, accidents, and environmental impact while ensuring regulatory compliance.

Compliance with Laws, Regulations, Policies, and Procedures

University employees are required to follow all federal, state, and local laws, as well as SBHE, NDUS, and UND policies and procedures related to their work. These policies often reflect legal requirements. Employees should stay informed about these rules and, if unsure about a law or regulation, seek guidance through their supervisor or from UND's General Counsel. For questions about policies or procedures, employees should contact the responsible department or the Policy Office for clarification.

Employees must promptly inform the University if they are convicted of a crime when it could affect their employment, job duties, or the interests of the University (e.g., see Alcohol & Drugs policy in Related Information). Employees with questions about what to report or how to report should contact their supervisor, Human Resources and/or Faculty Affairs.

Information Security

University employees are responsible for understanding and mitigating information security risks to ensure the protection of UND's information and systems. They must comply with UND and SBHE policies and NDUS procedures to safeguard the information they handle and meet specific reporting obligations for cybersecurity incidents. Employees are expected to report any potential cyber incidents to an information technology security officer promptly and cooperate in incident response efforts. (See Cybersecurity Incident Response policy in Related Information.)

In addition, employees are expected to act with integrity in managing information and data, ensuring the privacy and confidentiality of sensitive materials, such as patient records, student records, and employee files. This includes refraining from breaches of confidentiality, falsification, or misuse of data and reporting any violations to the appropriate authorities. Supervisors are responsible for implementing safeguards to protect the information under their authority and ensuring that employees are equipped to comply with data protection expectations.

Reporting Violations and Non-Retaliation

University employees are encouraged to report suspected violations of laws, policies or standards through the NDUS compliance and ethics hotline (see Related Information). Employees who raise issues through the proper channels are protected and will not face adverse consequences for doing so. UND prohibits retaliation against anyone who, in good faith, files a complaint, reports a concern or illegal activity, refuses to participate in illegal activity, or cooperates with an investigation. Retaliation can take many forms, such as unjustified discipline, verbal abuse, or unfavorable changes to working conditions. Retaliation, of any kind, is not tolerated.

Discipline

Failure to adhere to UND's Code of Conduct may result in discipline up to and including termination in accordance with the University's established processes. Such processes are documented in the Faculty Handbook, Staff Handbook, SBHE policies, and NDUS procedures (see Related Information).

RESPONSIBILITIES

Employees	- Conduct themselves in a manner that maintains public trust and reflects the University's values. - Act with integrity, honesty, respect, civility, and professionalism in all University activities. - Understand and follow all applicable federal, state, and local laws; SBHE, NDUS, and UND policies and procedures. - Exercise sound judgment and be accountable for decisions and actions.

	• Maintain privacy and confidentiality of student, employee, patient, research, and institutional information.
	• Report suspected violations, unethical behavior, fraud, misuse of resources, or retaliation.
	• Use University resources appropriately and only for authorized purposes.
	• Disclose potential conflicts of interest or conflicts of commitment.
	• Complete required training.
	• Follow internal controls and financial stewardship expectations.
	• Comply with safety standards and participate in maintaining a safe environment.
	• Cooperate with investigations and compliance reviews.
	• Report cybersecurity incidents and adhere to information security procedures.
Department Chairs/ Heads, Managers, Supervisors	• Oversee employees' conduct and ensure adherence to policy expectations.
	• Provide clear guidance, expectations, and feedback in a respectful and professional manner.
	• Model ethical conduct, respect, civility, and professionalism.
	• Ensure employees under their supervision complete required training.
	• Implement and maintain appropriate internal controls within their unit.
	• Safeguard confidential information handled by their unit.
	• Address reports of misconduct promptly and escalate when required.
	• Manage potential conflicts of interest and ensure transparency within their unit.
	• Ensure unit operations comply with relevant laws, policies, and procedures.
	• Support a positive, safe, and inclusive workplace environment.
	• Take corrective action when employees fail to meet conduct expectations.

Vice Presidents, Deans, Assoc./Assistant Vice Presidents	• Promote and enforce a culture of integrity, accountability, and compliance institution-wide. • Ensure the development, communication, and implementation of supporting policies and procedures. • Provide resources and support to ensure employees can meet their obligations (training, staffing, systems). • Monitor compliance within their divisions and address systemic risks. • Support internal controls, audit processes, and risk mitigation strategies. • Uphold whistleblower protections and non-retaliation expectations. • Ensure units comply with information security, safety, and resource-use requirements. • Serve as escalated points of contact for complex or high-risk concerns.
Human Resources	• Provide guidance on employee conduct expectations and workplace behavior. • Manage personnel-related investigations (misconduct, professionalism, retaliation). • Support supervisors in addressing performance or conduct issues. • Address reports of misconduct and performance issues. • Support compliance with non-discrimination, civility, and workplace respect standards. • Manage the University/NDUS Compliance Hotline for employees who are reporting fraud, compliance/ethics and employee relations complaints. • Conduct investigations of reported concerns.

RELATED INFORMATION, RESOURCES & FORMS

- NDUS Human Resource Policy Manual
- NDUS Procedures
- NDUS Reporting Hotline

- [SBHE Policies](#)
- [SBHE Policy 401.1 - Academic Freedom](#)
- [UND Faculty Handbook](#)
- [UND Policy Library](#)
- [UND Policy - Alcohol & Drugs](#)
- [UND Policy - Conflicts of Interest in Research](#)
- [UND Policy – Cybersecurity Incident Response](#)
- [UND Policy - Disclosure of Non-Research Related Conflicts of Interest and Conflicts of Commitment](#)
- [UND Policy - Discrimination and Harassment](#)
- [UND Policy - Employee Responsibility and Activities: Theft, Fraud, Abuse and Waste](#)
- [UND Policy – Incident Reporting](#)
- [UND Policy - Political Activities](#)
- [UND Policy - Procurement](#)
- [UND Policy – Sexual Misconduct](#)
- [UND Policy – Title IX Sexual Misconduct](#)
- [UND Procedure - Discrimination and Harassment Response](#)
- [UND Staff Handbook](#)

Approval Signatures

Step Description	Approver	Date
Campus Comment	Jennifer Rogers: Director of University Policy	Pending
Executive Council (1st Reading)	Jennifer Rogers: Director of University Policy	02/2026
Policy Advisory Group	Jennifer Rogers: Director of University Policy	12/2025
Policy Office	Jennifer Rogers: Director of University Policy	11/2025
Policy Owner	Peggy Varberg: Associate VP for HR/PAG Liaison	11/2025