



## RUTGERS POLICY

**Section:** 60.4.2

**Section Title:** Managerial, Professional, Supervisory, Confidential and Administrative Staff

**Policy Name:** Code of Ethics for Administrative and Professional Staff Members

**Formerly Book:** 3.5.2

**Approval Authority:** Board of Governors

**Responsible Executive:** Senior Vice President for Administration

**Responsible Office:** University Human Resources

**Originally Issued:** 10/1976

**Revisions:** 3/2/2001, 8/3/06 (Updated titles); 7/1/2013, 10/8/2013 (updated title and use of policy template)

**Errors or changes** Contact: [policies@hr.rutgers.edu](mailto:policies@hr.rutgers.edu)

**1. Policy Statement**

Each administrative, professional, and supervisory staff member of the University is expected to act in accordance with the standards of professional ethics set forward inclusive, of the Code of Ethics adopted by the Rutgers Administrative Assembly on June 9, 1976.

**2. Reason for Policy**

To set behavioral expectations for each administrative, professional, and supervisory staff member of the University in conformance with the Code of Ethics adopted by the Rutgers Administrative Assembly on June 9, 1976.

**3. Who Should Read This Policy**

This policy is applicable only to employees in Rutgers positions. A Rutgers position is a position which, historically, was associated with the Rutgers University before June 30, 2013. Individuals employed in Rutgers positions are processed through the PeopleSoft (RIAS) payroll system. These positions may be governed by different negotiated agreements and policies from those that would be applicable to individuals in legacy UMDNJ positions. In this regard, individuals employed in Rutgers positions may be eligible for different non-State benefits than individuals who hold legacy UMDNJ positions.

**4. Related Documents**

None

**5. Contacts**

University Human Resources

## 6. The Policy

### 60.4.2 CODE OF ETHICS FOR ADMINISTRATIVE, PROFESSIONAL, AND SUPERVISORY STAFF MEMBERS

Each administrative, professional, and supervisory staff member of the University is expected to act in accordance with the standards of professional ethics set forward in paragraphs 1 to 6, inclusive, of the Code of Ethics adopted by the Rutgers Administrative Assembly on June 9, 1976.

#### Code of Ethics

1. An administrator shall carry out the duties of the office with competence and strive to maintain and improve both personal competence and that of others. In doing so, an administrator has the right to a supportive institutional setting and adequate resources for the proper performance of his or her function.
2. An administrator has the obligation, within the scope of his/her authority, to insure compliance with the provisions of the University Policy on Equal Employment Opportunity and Affirmative Action, as set forth in University Regulation 60.1.8.
3. An administrator has responsibility for meeting the objectives and following the policies of the University, for contributing to the formulation of objectives and policies, and for interpreting them to others.
4. It is an administrator's obligation to provide an environment in which each person has an opportunity to develop talents and broaden horizons, enhance personal and professional growth through attendance at professional meetings and other activities, and contribute to the development of professional standards among colleagues in the University and in other institutions of higher education.
5. An administrator shall exercise his or her special competence and knowledge to the most effective use of University resources and shall be prepared to work with others in the University to this end.
6. The administrator's conduct will reflect due regard for possible conflicts of interest. He or she shall be prepared to assist in the clarification of possible conflicts of interest that may arise in the University. Administrators shall refrain from accepting duties, incurring obligations, accepting gifts or favors of monetary value, or engaging in private business or professional activities where there is, or would appear to be, a conflict between the administrator's private interests and the interests of the University.