



THE UNIVERSITY OF TEXAS AT DALLAS

OFFICE OF THE PRESIDENT

DAVID E. DANIEL

November 10, 2009

MEMORANDUM

TO: UT Dallas Employees

FROM: David E. Daniel 

SUBJECT: Ethics and Management Responsibilities of State Employees

The fall of each year is a good time to remind ourselves of the responsibilities that are inherent with our positions as employees of The University of Texas at Dallas and the State of Texas. These responsibilities include:

- Compliance with all applicable laws and regulations, University policies and procedures, and with the terms and conditions of gifts, contracts, and grants
- Use of sound financial and business practices
- Use of proper internal controls and separation of duties
- Practice of high ethical standards

As employees of UT Dallas, we each agree to abide by a Code of Ethics that provides reasonable assurance that you will not personally benefit, or accept or give favors, as a result of your position as an employee at the University.

The campus administrative support units are responsible for providing expertise and guidance in establishing systems and procedures to carry out the above responsibilities, and for assistance in problem solution. The UT Dallas *Standards of Conduct Guide* is available at www.utdallas.edu/audit-compliance/compliance_conductguide.htm and the Office of Audit and Compliance is available to answer questions or to schedule Management Responsibilities training, which will provide a more detailed discussion of major responsibilities and resources available to you in meeting these responsibilities. You may also contact Dr. Calvin Jamison, who serves as the University Ethics Officer, with any ethics-related questions. Please be aware of the UT Dallas hotline (1-888-228-7707), www.tnvinc.com/webreport/default.asp, where significant concerns can be expressed.

I also want to be clear about my expectations for respectful, professional behavior by all UT Dallas employees. Regardless of our personal feelings and even frustrations at times, we must all strive to create a first-class professional work atmosphere. I am especially intolerant of any form of personal disrespect or prejudice.

I also want everyone to be reminded of high risk areas for UT Dallas, including:

- **Gifts:** No employee shall accept or solicit any gift, favor, service, or loan that might reasonably appear to influence the employee in the discharge of duties. Also, we do not give each other gifts, take one another out to lunch at university expense, etc.
(www.utdallas.edu/business/admin_manual/pdf/E11900.pdf)
- **Confidential Information:** No employee shall disclose confidential information or use such information for his or her personal benefit.
- **Self-Dealing:** No employee shall transact any business in an official capacity with any business entity of which the employee is an officer, agent, or member, or in which the employee owns a substantial interest.
- **Outside Employment:** No employee shall accept other outside or dual employment or compensation that could reasonably be expected to impair the employee's independence of judgment in the performance of the employee's public duties.
(www.utdallas.edu/business/admin_manual/pdf/d112500.pdf)
- **Use of State Resources:**
 - Telephones and email are to be used for institutional purposes. Incidental use for local person calls or messages not interfering with work responsibility is not a misapplication of state resources. But using a university telephone number or email address for private business purposes is not appropriate.
 - Equipment, including UT Dallas vehicles and equipment cannot be used for personal or private purposes and should not be loaned to any non-university party.
 - Institutional credit cards are not allowed for any personal purchases.
 - Expense claims for travel and entertainment must be accurate and be requested only for expenses related to official business.
 - Employees cannot use state resources to work on a political campaign or to influence the passage or defeat of legislation.

Detailed information on the UT System Code of Ethics is published at
<http://www.utsystem.edu/ogc/ethics/homepage.htm>.

We have a wonderful University of which I am very proud. Please join me in doing your best to set a high standard for professional and ethical behavior.

DED/pz