

# CODE OF ETHICS/ STANDARDS OF CONDUCT

## INTRODUCTION

UNT Health Science Center establishes standards of conduct for all employees, based on a clearly delineated commitment to compliance by the Institution's senior administration and its divisions, including Clinical, Research, Safety, Student Affairs, Human Resources, Finance, Community Engagement, Academic Affairs, Operations, Information Resources Technology, and Strategy. These standards of conduct articulate the Institution's commitment to comply with all federal and state standards, with an emphasis on preventing fraud and abuse.

All UNT Health Science Center administration, faculty, medical staff, employees, vendors and contractors are obligated to:

- ❖ Conduct UNT Health Science Center business in good faith and with integrity and honesty;
- ❖ Strive to maintain a working knowledge of all current laws, rules and regulations related to his/her job responsibilities, and conduct business in strict compliance with them;
- ❖ Observe non-disclosure of confidential information gained by reason of his/her official position, and not engage in any activity or otherwise use such information for his/her personal gain/benefit;
- ❖ Not engage in any activities that discriminate against persons on the basis of race, color, national origin, gender, age, religion, handicap, veteran status, or sexual orientation;
- ❖ Not engage in any activities that may be construed as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature;
- ❖ Not have any direct or indirect interest, financial or otherwise, that is in conflict with the proper discharge of his/her official UNT Health Science Center duties;
- ❖ Not conduct any business, in his/her official capacity, with any business entity of which employee is an officer, agent, or member, or in which the employee or a member of his/her immediate family owns a substantial interest;

- ❖ Not make personal investments that could reasonably be expected to create a substantial conflict between the employee's private interest and the interest of UNT Health Science Center;
- ❖ Not accept other employment or compensation that could reasonably be expected to impair the employee's independence of judgment in the performance of the employee's duties for UNT Health Science Center;
- ❖ Disclose all potential conflicts of interest to your immediate supervisor;
- ❖ Not intentionally or knowingly misapply or misappropriate any asset, property, or "thing of value" belonging to UNT Health Science Center that is in his/her custody or possession as a result of his/her UNT
- ❖ Health Science Center employment in order to gain a personal benefit or to harm another person;
- ❖ Not accept or solicit any gift, favor, or service that might reasonably tend to influence the employee in the discharge of his/her official duties or that the employee knows or should know is being offered with the intent to influence his/her official conduct;
- ❖ Not intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his/her official powers or performed his/her official duties in favor of another;
- ❖ Not intentionally make false or misleading statements in any UNT Health Science Center documents;
- ❖ Report, within a reasonable time, suspected violations or questionable conduct that may violate applicable federal, state or local laws, or UNT System or UNT Health Science Center policies or procedures. Reporting may be done through established reporting channels, to the UNT Health Science Center Chief Compliance and Enterprise Risk Management Officer, or through the UNT Health Science Center Fraud and Abuse Hotline (877-606-9787);
- ❖ Not engage in retaliation or any form of harassment directed against an employee or faculty member who reports a wrongdoing or possible wrongdoing;
- ❖ Promptly notify the UNT Health Science Center Chief Compliance and Enterprise Risk Management Officer and/or the UNT Health Science Center General Counsel of any inquiries regarding compliance with mandated regulations for information from any local, state, or federal government agency;
- ❖ Cooperate fully with all authorized inquiries or investigations related to any suspected violation of the UNT System or the UNT Health Science Center Standards of Conduct, or any applicable federal, state, or local laws;

- ❖ Collect only those amounts to which the UNT Health Science Center is entitled for any type of reimbursement and promptly refund amounts billed and/or collected in error;
- ❖ Adhere to all required practices regarding expenses and reimbursement when engaged in travel on official business of the institution;
- ❖ Adhere to any and all policies not stated here, but set forth in the various current Codes of Conduct and/or Ethics established in the UNT Health Science Center
- ❖ Office of Institutional Compliance – Campus Policies (<http://www.hsc.unt.edu/departments/Compliance/default.cfm>)
- ❖ Guidance from the U.S. Department of Health & Human Services, Office of Inspector General ([www.oig.hhs.gov](http://www.oig.hhs.gov)).

## Ethical Behavior is a matter of

- ❖ Good Judgment
- ❖ Fairness
- ❖ Honesty
- ❖ Personal Responsibility