

## POLICY LIT.1.04 ETHICS

### **SCOPE:** Faculty and Staff

Lamar Institute of Technology (LIT) is committed to maintaining the highest standards of ethical conduct and integrity in an effort to provide the public with the utmost level of confidence in our organization, educational services, administrative business processes, and financial data. Lamar Institute of Technology holds a position of trust with respect to many external organizations and agencies. Accordingly, all LIT personnel have a responsibility to students, parents, alumni, donors, and the citizens of Texas to use LIT's funds prudently, ethically, and for the purposes for which they are designated. Ethical conduct has been and continues to be the foundation of our college. To that end, LIT has adopted the following Code of Ethics that must be followed by all administrators, faculty, and staff members.

#### **1. Code of Ethics**

Ethical behavior and integrity are the responsibility of each and every member of the faculty and staff, and any other person acting on behalf of LIT. In particular, executives and account managers must assume responsibility for ensuring that their conduct and the conduct of those they supervise, complies with this Code. Business activities undertaken on behalf of LIT with the public, the government, vendors, students, and one another must reflect the highest standards of honesty, integrity, and fairness. Each individual must be especially careful to avoid even the appearance of misconduct or impropriety.

All employees of LIT shall:

- 1.1. Perform their work with honesty, objectivity, diligence, and responsibility;
- 1.2. Act with a high level of prudence and due professional care, avoiding any real or apparent conflicts of interest;
- 1.3. Act in good faith without misrepresenting material facts or allowing their independent judgement to be subordinated;
- 1.4. Accord respect to self and others and accept responsibility for their actions;
- 1.5. Observe the law and make disclosures expected by the law; and
- 1.6. Not knowingly be a party to any illegal activity or engage in acts that may bring discredit to the College.

An employee of LIT shall not:

- 1.1. Accept or solicit any gift, favor or service that might reasonably tend to influence the employee in the discharge of official duties;
- 1.2. Use an official position to secure special privileges or exemptions for the employee or others, except as may be otherwise authorized by law;
- 1.3. Accept employment or engage in any business or professional activity which might reasonably be expected to require or induce the employee to disclose confidential information acquired by reason of such employee's official position or impair the employee's independence of judgment in the performance of public duties;
- 1.4. Disclose confidential information gained by reason of one's employment, or otherwise use such information for personal gain or benefit;
- 1.5. 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 controlling interest unless the Board of Regents has reviewed the matter and determined no conflict of interest exists;

- 1.6. Make personal investments in any enterprise which could reasonably be expected to create a substantial conflict between the private interests of the employee and the public interests of his or her employer;
- 1.7. Receive any compensation for services as a state employee from any source other than the State of Texas, except as otherwise permitted by law;
- 1.8. Commit any act of fraud, dishonesty, or illegality in office, including (by way of example and not limitation) assisting others to obtain personal or financial benefits to which they are not entitled by law or policy; forging or altering checks, bank drafts, or other documents, financial or otherwise; knowingly authorizing improper claims; or,
- 1.9. Engage in any form of sexual harassment or racial harassment.

1.9.1. Sexual harassment is defined as unwelcomed sex-based verbal or physical conduct that:

1.9.1.1. In the employment context, unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive work environment; or

1.9.1.2. In the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with the student's ability to participate in or benefit from Education Programs or Activities at a post-secondary educational institution.

1.9.2. "Racial Harassment" is defined as extreme or outrageous acts or communications that are intended to harass, intimidate, or humiliate student, faculty, staff or visitors on account of race, color, or national origin and that reasonably cause them to suffer severe emotional distress.

## 2. **Consequences of Violations**

Each person is responsible for ensuring that their own conduct, and the conduct of anyone reporting to them, fully complies with this Code of Ethics and with LIT policies.

2.1. Violations will result in appropriate disciplinary action up to and including termination.

Disciplinary action will be taken in accordance with the procedures applicable to faculty or staff as codified in Policies and Procedures.

2.2. Conduct which is a violation of this Code may, in some circumstances, also subject and individual to civil or criminal charges and penalties.

## 3. **Retaliation**

Lamar Institute of Technology does not tolerate any form of retaliation against individuals providing information concerning suspected fraud, material waste, abuse, or other unethical behavior.

**Related Procedures:** LIT.1.04.01, LIT.1.04.02, LIT.1.04.03, LIT.1.04.04, LIT.1.04.05, LIT.1.04.06, LIT.1.04.07, LIT.1.04.08, LIT.1.04.09, LIT.1.04.10, LIT.1.04.11, LIT.1.04.12, LIT.1.04.13

**Relevant Forms/Documents:** *Nepotism Disclosure* form, *Request for Approval of Outside Employment/Dual State Employment* form

**Relevant TSUS Policies/Forms/Documents:** TSUS Rules and Regulations, Chapter VIII. *Ethics Policy for Regents and Employees of the Texas State University System*

**Relevant Statutes:**

**Relevant SACSCOC Standards:**

**Document History:**

*Adopted:*

*Reviewed:*

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