

# Financial Code of Ethics

The Ohio State University

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Financial ethics is a fundamental and vital principle based on the expectations of individuals to do their best to distinguish between right and wrong and to always try to do what is right. Ethical behavior is not simply a matter of character. It is a matter of decision making, and ethics are advanced or depleted one decision at a time. Every individual is capable of making choices and is accountable for the consequences of those choices.

All employees of The Ohio State University, regardless of rank or position, are bound by this Financial Code of Ethics. Each employee has a stewardship responsibility with regard to University funds and other assets. Each employee is required to exemplify ethical standards at all times, to comply with the *Ohio Ethics Law and Related Statutes*, (<http://ethics.ohio.gov/ethicshome.html>), and to act in the best interest of the University when making decisions on behalf of the University or when handling University funds, assets, or financial records.

The following are examples (not all-inclusive) of required ethical behavior:

- University funds and assets must be used only for appropriate University business.
- University funds and assets must be used in accordance with University policies and applicable Federal and State laws.
- An employee may not use his or her position in the organization for the improper use of University funds or assets. Neither should they use their position to compel another individual to improperly use University funds or assets, even if commanded to do so by an individual of higher rank or position.
- An employee may not use his or her position in the organization for personal gain which would result in a conflict of interest or undue influence in a decision.
- An employee may not use his or her position in the organization to improperly alter or destroy financial records and supporting documentation.
- An employee who has access to private information (e.g., social security numbers, birthdates, addresses, bank information, student information, etc.) is required to maintain the confidentiality of that information at all times.
- An employee who witnesses or becomes aware of another individual that has improperly handled University funds, assets, or financial records, even if that individual is of a higher rank or is a direct supervisor, is required to report this activity directly to senior management in that unit, the Department of Internal Audit, or the University's confidential reporting line which can be accessed at:

**Phone:** 1-866-294-9350

**Web:** [www.ohio-state.ethicspoint.com](http://www.ohio-state.ethicspoint.com)

In addition to, or instead of, filing a report with your supervisor, the appropriate office, or the university's confidential reporting line, you may file a written report or contact one of the following: Ohio Auditor of State's Office, Special Investigations Unit, 88 East Broad Street, P.O. Box 1140, Columbus, OH 43215 OR call the Ohio Auditor of State's Fraud Hotline at 1-866-372-8364.

Any employee who fails to act in compliance with the University's Financial Code of Ethics will receive disciplinary action up to and including termination and/or criminal prosecution.