

**SOUTH CAROLINA STATE UNIVERSITY  
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Employee Relations	Section: VII
	Subject: C.1
SUBJECT: Ethical Conduct	Effective: 01/01/06
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**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

## **ETHICAL CONDUCT**

### **Definitions**

“*Employee*” means a person employed by South Carolina State University.

“*Family member*” means an individual who is the spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild.

“*Gift*” means anything of value, including entertainment, food, beverage, travel, and lodging given or paid to an employee where consideration of equal or greater value is not received. A gift includes a rebate or discount on the price of anything of value unless it is made in the ordinary course of business without regard to the employee’s affiliation with the University.

“*The University*” refers to South Carolina State University.

### **Compliance with Law**

All University employees are expected to conduct themselves and to perform their duties in a manner which is consistent with all federal and state laws, including any applicable provisions of the State Ethics, Government Accountability, and Campaign Reform Act (“the Act”) and its regulations and interpretive opinions. Should a conflict arise between a University policy and a federal or state law, including the Act, the provisions of the law will take precedence.

### **Conflicts of Interest**

The University expects its employees to consistently render loyal and efficient service. Accordingly, University employees may not:

- Accept any work or compensation that could be reasonably construed as in conflict with the interests of the University. Acceptance of such work or compensation may be grounds for disciplinary action or termination;

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- Engage directly or indirectly in any business transaction or private arrangement for the profit of the employee or the employee's family member which accrues from, or is based upon, the employee's position or authority with the University;
- Participate in the negotiation or decision to award any contractor or settle any claim or charges in any contract with or for any entity in which the employee or the employee's family member has a financial or personal interest; or
- Use University equipment, supplies, or property for private gain, or for other than University-related and authorized purposes.
- All University employees are expected to adhere to and follow the rules of conduct as outlined in the Ethics Reform Act. Anyone who is found guilty of violating these rules, in addition to being discharged from the University, is also subject to prosecution by the State Ethics Commission and the Attorney General's Office.
- A University employee may not knowingly use his official office, membership, or employment or develop, participate in developing or attempt to use his office, membership, or employment to influence a government decision to obtain an economic interest of \$50 or more, for himself a member of his immediate family, an individual with whom he is associated, or a business with which he is associated.
- A vendor or individual may not directly or indirectly give, offer, or promise any thing of value to University employees with the intent to influence the public official's, public member's, or public employee's official responsibilities; University employees may neither demand, solicit, nor accept anything of value for himself or for another person.
- University employees may not receive money in addition to that received in his official capacity for advice or assistance given in the course of his employment as an employee of the University.
- University employees may not disclose confidential information gained as a result of his responsibility as an employee that would affect an economic interest held by himself, a member of his immediate family, an individual with whom he is associated, or a business which he is associated.

**Gifts and Payments**

The University prohibits giving or accepting gifts to influence decisions or to take advantage of a relationship with an affiliate of the University. Therefore, University employees may not:

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- Accept any gift or compensation from any group or organization with which the University has/had a contract for goods or services; or
- Accept an honorarium or other gift for services rendered on state time, at state expense, or in their capacity as an employee of the University. However, offers of modest amounts which have historically been offered in appreciation of a University employee's help or services, such as honorariums, may be received by the University.

**Goods and Services**

Providers of goods and services to the University will be selected on the basis of price, quality, and reliability. All transactions with persons or entities outside the University will be entered into and conducted within the framework established and controlled by the University, including the South Carolina State University Procurement Policy.

**Infractions**

Despite any penalty that may be provided for by law, the University may take disciplinary action, up to and including termination of employment, when an employee violates this policy and/or federal or state laws, including the Act.