

SECTION: Business Affairs
SUBJECT: Code of Ethics

ISSUED BY: Vice President for Business Affairs and Treasurer

REPLACES: New

APPROVED BY: Vice President for Business Affairs and Treasurer

EFFECTIVE DATE: February 19, 1997

Business Administration Code of Ethics

Institutions of higher education are entrusted by society with great resources and commensurately great responsibilities for creation, dissemination, and preservation of knowledge. Asbury College business administrators play a key role in assuring that high standards of ethical practice attend to the custody and use of the resources granted to this institution. The Asbury College business administrator's personal and professional conduct reflects on this institution, the collective profession, and the higher education enterprise at large.

The business administrator's conduct should be characterized by integrity and dignity, and he or she should expect and encourage such conduct by others.

The business administrator should adopt and be faithful to personal values that

- accord respect to self and others;
- preserve honesty in actions and utterances;
- give fair and just treatment to all;
- accept intellectual and moral responsibility;
- aspire to achieve quality;
- refuse conflict, or the appearance of conflict, between personal and institutional interest; and
- engender forthright expression of one's own views and tolerance for the views of others.

The business administrator should act with competence and should strive to advance competence, both in self and in others.

The business administrator should understand and support Asbury College's objectives and policies, should be capable of interpreting them within and beyond the institution, and should contribute constructively to their ongoing evaluation and reformulation.

The business administrator should communicate to institutional colleagues the content of this Code of Ethics and should strive to ensure that the standards of professional conduct contained therein are met.

In discharging his or her duties in accordance with this Code of Ethics, the Asbury College business administrator should enjoy the following rights:

- the right to work in a professional and supportive environment;
- the right to have a clear, written statement of the conditions of his or her employment, procedures for professional review, and a job description outlining duties and responsibilities;
- within the scope of his or her authority and policy, the right to exercise judgment and perform duties with out disruption or harassment; and
- freedom of conscience and the right to refuse to engage in actions that violate the ethical principles contained in this Code or provisions of law.

(Adapted from Business Officer Code of Ethics by NACUBO, April 15, 1993)