

# Code of Business and Fiduciary Conduct

Effective: August 26, 2005  
Updated/Revised: April 12, 2017  
Reviewed and Updated: May 7, 2018  
Contact: [Office of the President](#)

## Policy Statement

As stated by the president of Iowa State University (see President's Letter in the [Resources](#) below), Iowa State University is committed to adhering to the highest principles of ethical behavior. All employees must abide by the Code of Business and Fiduciary Conduct ([RPM §2.2.2](#)) adopted by the Board of Regents, State of Iowa. This Code sets forth the fundamental expectations of employees when carrying out their duties, including conducting responsibilities with fairness, integrity and respect, promoting and protecting the institution's best interests, and complying with applicable laws and policies.

In addition, Iowa State University has adopted policies that support the expectations set forth in the Code of Business and Fiduciary Conduct. The supporting policies (see links below) address conflicts of interest, undue influence, discriminatory bias, and proper use of university funds, resources and information.

The Code of Business and Fiduciary Conduct makes each member of the university community responsible for bringing suspected violations of applicable law, university policies and government contracts to the attention of appropriate offices. University policy provides guidance on which office is appropriate for receiving reports of suspected violations.

The Senior Vice President for Business and Finance is responsible for developing a program to promote a culture of compliance. This program is described in the [Business Ethics Awareness and Compliance Program document](#).

## Supporting Policies

### ***Conflicts of interest***

- [Conflicts of Interest and Commitment](#) - ISU policy
- [Conflict of Interest Vendors/Employees, Procurement](#) - ISU policy
- [Conflict of Interest](#) - Board of Regents policy (RPM §1.3)
- [Conflicts of Interest](#) - State law (Iowa Code, see §68B.2A)
- [Codes of Conduct](#) - Federal regulations (2CFR §200.318)
- [Segregation of Duties](#)
- [Consenting Relationships](#)
- [Nepotism \(Employment/Supervision of Immediate Family Member\)](#)

### ***Undue influence***

- [Gifts](#) - ISU policy
- [Gratuities and Gifts, Procurement](#) - ISU policy
- [Conflicts of Interest](#) - State law (Iowa Code, see §68B.2A)

### ***Discriminatory bias***

- [Discrimination and Harassment website](#) - ISU Office of Equal Opportunity
- [Discrimination and Harassment](#) - ISU policy

42 **Use of funds**

- 43 • [Expenditures \(Allowable, Appropriate, and Documented\)](#)
- 44 • [Travel - Airfare](#)
- 45 • [Travel - Authorization and Funding](#)
- 46 • [Travel - Foreign](#)
- 47 • [Travel - Reimbursement](#)
- 48 • [ISU Foundation Funds](#)

49 **Use of assets and resources**

- 50 • [Facilities and Grounds Use, Activities](#)
- 51 • [Personal Use and Misuse of University Property](#)
- 52 • [Information Technology](#)
- 53 • [Equipment Acquisition](#)
- 54 • [Excess Property Disposal](#)

55 **Use of information**

- 56 • [Acceptable Use of Information Technology Resources](#)
- 57 • [Family Educational Rights and Privacy Act \(FERPA\)](#)
- 58 • [Social Security Number Protection](#)
- 59 • [Electronic Privacy](#)
- 60 • [Employee Records](#)
- 61 • [Health Information Privacy and Security](#)

62 **Fairness and Integrity in the Conduct of Business**

- 63 • [Competition with the Private Sector](#)
- 64 • [Conflict of Interest Vendors/Employees, Procurement](#)
- 65 • [Contracting Authority \(Non-employment Related\)](#)
- 66 • [Competitive Procurement](#)
- 67 • [Business Procedures, Board of Regents Policy Manual \(RPM\) §2.2](#)

68 **Reporting Suspected Violations**

- 69 • [Reporting Responsibility - Violations](#)
- 70 • [Non-Retaliation Against Persons Reporting Misconduct](#)

71 **Resources**

72 **Links**

- 73 • [Business Ethics Awareness and Compliance Program \[PDF\]](#)
- 74 • [Statement on Ethics - Professional and Scientific](#)

75 **Files**

- 76 • [President Wintersteen's Letter 2024-08-22](#)