



## **TED UNIVERSITY CODE OF ETHICAL CONDUCT July 2012**

### **Purpose and Scope**

This Code of Ethical Conduct serves to emphasize the TED University's commitment to ethical conduct; to set forth basic standards of ethical behavior; to provide reporting mechanisms for known or suspected ethical violations; and to help prevent and detect wrongdoing.

The standards of ethical conduct articulated in this Code apply to all members of the University community, including students, trustees, faculty and other academic personnel, staff, volunteers, contractors, agents, and others associated with the University (collectively, "Covered Parties").

Given the variety and complexity of ethical questions that may arise in the course of carrying out the University's business, this Code can serve only as a general guide. Confronted with ethically ambiguous situations, Covered Parties should recall the University's commitment to the highest ethical standards and seek advice from appropriate sources so as to ensure that this commitment is honored at all times.

### **Ethical Standards**

#### **1. Fair Dealing**

The University is committed to (i) fully and publicly adhering to and applying the principle of fairness in all dealings and interactions with members of the academic community; (ii) establishing clear standards, practices and monitoring procedures concerning hiring and promotion of all personnel as well as for student admissions and related activities; (iii) ensuring that all complaints and appeals are heard and dealt with fairly and in a timely and transparent manner.

Decision-making should be based on merit, along with ability, and performance as the key criteria in the standards used for the selection, compensation and promotion of faculty members, technical and administrative staff as well as students. Each situation needs to be examined in accordance with the Code of Ethical Conduct. No unlawful practice or a practice at odds with these ethical standards can be justified on the basis of customary practice, expediency, or achieving a "higher" purpose.

#### **2. Academic Integrity**

The University is dedicated to promote academic integrity in teaching and research by (i) establishing, disseminating and monitoring policies and procedures related to integrity issues; (ii) ensuring that institutional research policies stress individual and group responsibilities for ethical conduct of research; (iii) sanctioning academic misconduct.

Covered Parties are expected to uphold academic integrity, based on the principles of independence, honesty, reliability, objectivity, transparency and impartiality and resisting all pressures from social movements, industrial lobbies, governments and political and/or religious groups.

Covered Parties engaged in research are expected to conduct their research with integrity and intellectual honesty at all times and with appropriate regard for human and animal subjects. The University prohibits research misconduct. Covered Parties engaged in research are not to: fabricate data or results; change or knowingly omit data or results to misrepresent results in the research record; or intentionally misappropriate the ideas, writings, research, or findings of others. All those engaged in research are expected to pursue the advancement of knowledge while meeting the highest standards of honesty, accuracy, and objectivity. They are also expected to demonstrate accountability for sponsors' funds and to comply with specific terms and conditions of contracts and grants.

Academic dishonesty in assignments, examinations, or other academic performance is prohibited. It includes but is not limited to "cheating" (the intentional use or attempted use of unauthorized materials, information or study aids); "fabrication" (the intentional falsification or invention of any information); "assisting in dishonesty or tampering" (intentionally or knowingly helping or attempting to help another commit an act of dishonesty or tampering with evaluation instruments and documents); and "plagiarism" (intentionally or knowingly representing the words or ideas of another person as one's own).

### **3. Individual Responsibility and Accountability**

The University has an obligation of accountability and transparency in all operations and when investigating cases of academic misconduct, by (i) putting in place clear and transparent internal mechanisms for quality enhancement and disseminating information regularly on performance and achievements both internally and externally to the wider community; (ii) interpreting the principle of confidentiality so as to allow for thorough and objective research of all data and analysis in cases of possible academic misconduct; (iii) applying such rules of conduct equally to the institution and to individual members of the academic community.

Covered Parties are expected to exercise responsibility appropriate to their position and delegated authorities. They are responsible to each other, the University and the University's stakeholders both for their actions and their decisions not to act. Each individual is expected to conduct the business of the University in accordance with the Code of Ethical Conduct, exercising sound judgment and serving the best interests of the institution and the community.

### **4. Equal Opportunity**

The University is committed to promoting critical analysis, freedom of speech and respect for opinions of others by (i) allowing all members of the academic community to express themselves freely on any matter within their competence; (ii) instilling in students respect for dialogue, capacity for reasoned argument and debate.

The University is dedicated to the principle of treating each community member with respect and dignity. The University prohibits discrimination and harassment and provides equal opportunities for all community members regardless of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, or citizenship.

### **5. Professional Relationships**

The University prohibits all nonprofessional interactions or relationships among current students and faculty/staff including but not limited to (i) accepting or offering gratuities, gifts, or favors that impair professional judgment; (ii) engaging in sexual conduct or a romantic relationship with a current student; (iii) engaging inappropriate professional educator-student relationships and violating boundaries based on a reasonably prudent educator standard.

### **6. Compliance with Applicable University Policies, Procedures and Other Forms of Guidance**

University policies and procedures are designed to inform everyday responsibilities of Covered Parties, to set minimum standards and to give University community members notice of expectations. Covered Parties are expected to transact all University business in conformance with policies and procedures and accordingly have an obligation to become familiar with those that bear on their areas of responsibility. Each member is expected to seek clarification on a policy or other University directive

he or she finds to be unclear, outdated or at odds with University objectives. It is not acceptable to ignore or disobey policies if one is not in agreement with them, or to avoid compliance by deliberately seeking loopholes. In some cases, University employees are also governed by ethical codes or standards of their professions or disciplines. It is expected that those employees will comply with applicable professional standards in addition to laws and regulations.

## **7. Conflicts of Interest**

The University is resolute about avoidance of all abuse of power by any member of the academic community for political, economic or personal gain by (i) developing and disseminating clear definitions and rules governing conflicts of interest, abuse of power, including sexual and/or moral harassment; (ii) establishing mechanisms that all members of the academic community can use in confidence to lodge complaints of such abuses and know that investigations will follow.

Covered Parties is expected to avoid conflict of interest in all areas of policy and decision-making concerning research, faculty performance evaluation, salary, etc. Faculty members are expected to uphold high quality of teaching, proper student supervision and fair and transparent evaluation of student performance. Covered Parties are expected to promote and safeguard mutual respect between teacher and student, impartiality, trustworthiness and avoiding all abuse of power and harassment.

## **8. External Funds**

The University is committed to exercising vigilance with regard to applications for and receipt of external funds and securing independence from the market to avoid any curtailment of academic freedom or the freedom of disseminating research results by (i) setting out clear rules and procedures to be followed by all individuals applying for external financial support for research, teaching and outreach services; (ii) spelling out the risks and potential dangers to avoid when accepting external funds; (iii) informing all members of the academic community of their individual responsibility to ensure, prior to accepting funds from external sources, that they are in compliance with relevant institutional rules.

Employee members of the University community are expected to devote primary professional allegiance to the University and to the mission of teaching, research and public service. Outside employment must not interfere with University duties or University policies.

Outside professional activities, personal financial interests, or acceptance of benefits from third parties can create actual or perceived conflicts between the University's mission and an individual's private interests. Covered Parties who have certain professional or financial interests are expected to disclose them in compliance with applicable conflict of interest policies. In all matters, Covered Members are expected to take appropriate steps, including consultation if issues are unclear, to avoid both conflicts of interest and the appearance of such conflicts.

## **9. Internal Controls**

Internal controls are the processes employed to help ensure that the University's business is carried out in accordance with this Code, University policies and procedures, applicable laws and regulations and sound business practices. They help to promote efficient operations, accurate financial reporting, protection of assets and responsible fiscal management. Covered Parties are responsible for internal controls. Each business unit or department head is specifically responsible for ensuring that internal controls are established, properly documented and maintained for activities within their jurisdiction. Any individual entrusted with funds, including principal investigators, is responsible for ensuring that adequate internal controls exist over the use and accountability of such funds.

## **10. Records: Confidentiality/Privacy and Access**

The University is the custodian of many types of information, including that which is confidential, proprietary and private. Individuals who have access to such information are expected to be familiar and to comply with applicable laws, University policies, directives and agreements pertaining to access, use, protection and disclosure of such information.

Covered Parties are expected to maintain high level of confidentiality by protecting the integrity and security of University information systems including student records, employee files, and contract negotiation documents. Computer security and privacy are also subject to law and University policy.

The public right to information access and the individual's right to privacy are both governed by public laws, as well as by University policies and procedures. The legal provisions and the policies are based upon the principle that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person, as is the right of individuals to privacy.

#### **11. Use of University Resources**

University resources may only be used for activities on behalf of the University. They may not be used for private gain or personal purposes except in limited circumstances permitted by existing policy where incidental personal use does not conflict with and is reasonable in relation to University duties.

Covered Parties are expected to treat University property with care and to adhere to laws, policies and procedures for the acquisition, use, maintenance, record keeping and disposal of University property. For purposes of applying this policy, University resources is defined to include but not be limited to the following, whether owned by or under the management of the University:

- Cash, and other assets whether tangible or intangible; real or personal property;
- Receivables and other rights or claims against third parties;
- Intellectual property rights;
- Effort of University personnel and of any non-University entity billing the University for effort;
- Facilities and the rights to use University facilities;
- The University's name;
- University records, including student records;
- The University information technology infrastructure.

The University reserves the right, at any time, and without notice, to amend this Code of Conduct in its sole, good faith, discretion. This Code does not form a contract.