

### ***Commitment to Integrity***

Eastern Virginia Medical School values integrity and honesty and endeavors to integrate these values into its teaching, research, patient care, and business practices. All members of the EVMS community are responsible for upholding the highest ethical, legal, and professional standards for the institution.

The EVMS Code of Conduct (the “Code”) is a statement of our collective commitment to upholding the policies, standards, laws, and regulations that guide and govern our daily work. Each member of the EVMS community is individually accountable for his or her own actions and collectively accountable for ensuring that EVMS remains compliant and with principle.

The Code applies to all faculty, staff, students, members of the Board of Visitors, Officers and other academic personnel, volunteers, contractors, and agents associated with EVMS.

Adherence to this Code requires that members of the EVMS community report suspected violations of applicable standards, policies, laws, or regulations to the attention of the appropriate individual.

#### **1. *Compliance with Laws, Regulations, Policies and Procedures***

Members of the EVMS community are expected to transact all EVMS business in conformance with applicable laws, regulations, and EVMS policies and procedures. Individuals have an obligation to become familiar with all laws, regulations, and policies in their areas of responsibility. EVMS business is to be conducted in conformance with legal requirements, including contractual commitments undertaken by individuals authorized to bind the institution to such commitments. Managers and supervisors are responsible for ensuring compliance in their respective areas and every individual is expected to seek clarification on a law, regulation, policy, or other EVMS directive he or she finds to be unclear, outdated, or at odds with institutional objectives.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.

#### **2. *Avoidance of Conflicts of Interest***

Members of the EVMS community are expected to avoid conflicts and the appearance of conflicts between interests of EVMS and personal interests. When any matter under consideration presents the potential for a conflict of interest, or the appearance of one, the potential conflict must be disclosed in accordance with EVMS policies and procedures. Outside professional activities, personal financial interest, or acceptance of gifts or benefits from third parties are some examples of situations that can create actual or perceived conflicts. In addition to the Virginia State and Local Government Conflict of Interests Act, members of the EVMS community may be subject to multiple policies on conflict of interest based on their role at EVMS. In all matters, individuals are expected to seek clarification to avoid conflicts of interest and the appearance of such conflicts.

Under no circumstances shall an individual participate in the selection, award, or administration of a contract supported by a federal award if such individual has a real or apparent conflict of interest as outlined in the Materials Management Conflicts of Interest in Procurement Policy.

**3. *Ethics in Research***

All members of the EVMS community 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. EVMS prohibits research misconduct, which includes, but is not limited to fabricating data or results, changing or knowingly omitting data or results, or intentionally misappropriating the ideas, writings, research, or findings of others. In addition to pursuing the advancement of knowledge while meeting the highest standards of honesty, accuracy, and objectivity, researchers are expected to demonstrate accountability for sponsors' funds and compliance with specific terms and conditions of contracts and grants.

**4. *Honest and Fair Business Practices***

Members of the EVMS community are expected to conduct themselves ethically, honestly, and with integrity in all dealings. Principles of fairness, good faith, and respect, consistent with laws, regulations, and EVMS policy should govern all conduct with others both inside and outside of EVMS. No individual should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other illegal or prohibited trade practice.

All employees and students who have responsibilities for purchasing/procurement on behalf of EVMS, its departments, or programs (including student clubs), whether in the Materials Management Department or otherwise, are expected to conduct purchasing activities in a fair and impartial manner while always being good stewards of EVMS resources.

No unlawful practice or practice at odds with these standards can be justified on the basis of customary practice, expediency, or achieving a "higher" purpose.

**5. *Professional Conduct***

Professional conduct and professionalism are of critical importance in the health and human services professions. To that end, EVMS prohibits discrimination and expects all members of the EVMS community to foster a respectful environment that provides equal opportunities for all community members and applicants regardless of race, color, national origin or ancestry, religion, creed, age, marital status, sexual orientation, disability, or veteran status. Further, all forms of harassment are strictly prohibited.

**6. *Confidentiality***

Members of the EVMS community are entrusted with personal and institutional information that should be treated as confidential. While EVMS, a public institution, keeps its business affairs open to public scrutiny, there is some information that must be treated as confidential, such as student records, employee files, patient records, and contract negotiations. A member of the EVMS community, accessing EVMS information, assumes a responsibility for the information and must ensure its confidentiality. Such information is to be used only for conducting EVMS business. Faculty, staff, and students are expected to exercise responsible, ethical behavior when using EVMS computers, networks, or other resources. These responsibilities include the proper storage, access control, and disposal of private and confidential data presented to the user in any form.

**7. *Health and Safety***

EVMS is committed to providing every member of the EVMS community with a safe and healthy environment. Each individual has a responsibility to abide by all environmental, health, and safety policies including maintaining a tobacco, drug, and weapons free environment.

**8. *Appropriate Use of EVMS Resources***

All members of the EVMS community should protect EVMS' assets and ensure their efficient use. EVMS resources may only be used for activities on behalf of the institution and may not be used for private gain or personal purposes. Members of the EVMS community are expected to treat EVMS property with care and to adhere to laws, policies and procedures for the acquisition, use, maintenance, record keeping, and disposal of such property.

**9. *Financial Controls***

All EVMS accounting and financial records, tax reports, expense reports, time sheets and effort reports, and other documents, including those submitted to government agencies, must be accurate, clear, and complete. All published financial reports will make full, fair, accurate, timely, and understandable disclosures as required by generally accepted accounting principles for government entities, bond covenant agreements, and other requirements.

**10. *Reporting Violations and Protection from Retaliation***

Members of the EVMS community have a duty to report known or suspected activities that are illegal, a violation of the Code, or a violation of EVMS policy. Individuals are strongly encouraged to talk to supervisors, managers, or other appropriate personnel first, but may, at any time, report observed behavior to the EVMS Compliance Office. Reports may be verbal or in writing and may be anonymous. Complaints to the EVMS Compliance Office may be made through the [EVMS Ethics and Compliance Hotline](#) online or call 1-800-461-9330 (anonymous reporting available).

Anyone who, in good faith, raises compliance questions or reports suspected or actual compliance violations will be protected from retaliation in accordance with the [EVMS Compliance Reporting/Anti-Retaliation Policy](#).