

CONTROLLER'S OFFICE CODE OF ETHICS

The Controller in partnership with the entire Finance staff works in collaboration with departments across the University to provide stewardship of the University's financial resources. Finance staff in the Division of the Finance and Administration play a key role in assuring that high standards of ethical practices are applied to the custody and use of these resources. Each employee understands that his or her personal and professional conduct reflects on the University of North Carolina at Pembroke as well as his or her individual reputation.

To guide the Finance staff in setting and practicing high standards of conduct, the Controller has adopted the following code of ethics as advocated by the National Association of College and University Business Officers.

The employee's conduct should be characterized by integrity and dignity, and they should expect and encourage such conduct by others. The employee 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 ethical responsibility
- Aspire to achieve quality
- Avoid conflicts of interest, or the appearances of conflicts, among personal interests, institutional interests, and the interests of campus groups and disclose such potential conflicts when they may exist
- Promote and support forthright expression of one's own views and tolerance for the views of others.

Finance employees are required to act ethically in all matters involving their duties and to maintain the highest legal, moral, and professional standards of conduct in satisfying their job duties and responsibilities. Decisions and responses to questions are done so with due care, competence, diligence, and without misrepresentation of the facts.

Employees act with honesty and integrity and avoid relationships that would appear to be a conflict of interest. Employees interact with customers, fellow employees, and others in a businesslike manner, using ethical behavior, proper communication, a professional attitude, and due respect.

Employees focus on teamwork, diligence, and rigorous attention to detail to provide accurate accounting records and financial and tax reporting to all internal and external parties.