

UTMB HANDBOOK OF OPERATING PROCEDURES

Section 6	Compliance Policies	07/12/06 -Originated
Subject 6.4	General Compliance Issues	-Reviewed w/ changes
Policy 6.4.0	Standards of Conduct Guide	-Reviewed w/o changes
		Office of Institutional Compliance -Author

Standards of Conduct Guide

Policy

The UTMB *Standards of Conduct Guide (SOCG)* was created to communicate to the UTMB workforce and students an expectation and requirement of ethical conduct and compliance with applicable laws, policies, rules and regulations. This booklet is a framework within which the UTMB workforce and students are expected to operate. The *SOCG* represents policies of UTMB, the University of Texas System, and the Rules and Regulations of the Board of Regents of the University of Texas System.

Each new employee, student, long-term contract worker and volunteer must receive a copy of the *SOCG* and return a signed acknowledgment form or an on-line acknowledgment within 30 calendar days of being hired or the beginning of an academic semester.

Whenever a new version of the *SOCG* is published, it must be distributed pursuant to instructions from the Office of Institutional Compliance.

Definitions

UTMB workforce – employees, faculty, residents, long-term contract workers and volunteers

Long-term contract workers – contract workers that provide an on-going UTMB service and their primary job location is UTMB.

Short-term service providers – individuals who provide services to UTMB on a short-term basis and their primary job location is not at UTMB.

Employees

The UTMB Office of Institutional Compliance (OIC) will provide a copy of the *SOCG* to all new employees who attend New Employee Orientation. The OIC will be responsible for maintaining the paper and on-line acknowledgment forms.

Long-term contract workers

The OIC will provide a copy of the *SOCG* to long-term contract workers that attend New Employee Orientation. The OIC will be responsible for maintaining the paper and on-line acknowledgment forms.

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Short-term Service Providers

Whenever possible, UTMB will provide a copy of the *SOCG* to any short-term service provider. At a minimum, the underlying engagement agreement will address the requirement to have short-term service providers read our institutional policies including the *SOCG*, which will be incorporated by reference into all agreements.

Students

All academic administrators are responsible for distribution of the *SOCG* to their students and must ensure the submission of the acknowledgment forms.

Volunteers

The Office of Volunteer Services is responsible for distribution of the *SOCG* to all volunteers and must ensure the submission of the acknowledgment forms.

Disciplinary Action

An employee who fails to submit the acknowledgment form within 30 days of their hire date will be suspended without pay until the form is received by the OIC or completed on-line.

A student who fails to submit the acknowledgment form within their first semester will be restricted from registering for any future courses until the form is received by the OIC or completed on-line.

Long-term contractors or volunteers that fail to submit the acknowledgment form within 30 days of their UTMB start date will be prohibited from providing any type of service at UTMB until the form is received by the OIC or completed on-line.

Acknowledgment Form Retention

The employees' signed, paper acknowledgment form will be filed in their permanent record.

The long-term contract workers' signed, paper acknowledgment form will be filed in the Department of Acquisitions/Logistics.

Students' signed, paper acknowledgment forms will be filed in their school record.

Volunteers' completed acknowledgment forms will be filed in the Office of Volunteer Services.

References

(UTMB Standards of Conduct Guide, 3rd Ed.)

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