

## Professional Standards and Business Conduct

### Purpose

This Policy outlines ethical standards of behavior expected of all Boston College employees in their dealings inside and outside the University. It reflects Boston College's commitment to the highest ethical values and the importance it places on the good reputation of its community as both a necessary condition to the advancement of its mission and a measure of success. Many of the standards outlined here are the subject of more detailed University policies, and in each of these cases a link is provided to the relevant policy.

### Ethical Conduct

The mission of Boston College is sustained by the trust placed in its administrators, faculty and staff by students, parents, benefactors, business partners and by governmental entities. Boston College employees therefore must preserve this trust through ethical, fair and honest dealings in all matters and through diligent efforts to comply with all applicable laws, regulations and University policies. When questions arise concerning the application of this standard to specific circumstances, University employees are expected to consult with their supervisor, or other appropriate administrators.

### Reporting of Fraud and Unethical Practices

All University employees are expected to report any instance of suspected fraud or other violation of the standards of ethical conduct, including any instance of suspected fraud either directly to the Director of Internal Audit, or through the University's anonymous reporting "hotline" service at tel 855-327-4477, or at or at the [Ethicspoint](#) website.

Additional information concerning reports of fraud or unethical conduct is provided in the University Policy on [Reporting of Fraud](#)

### Respect for the Community

Boston College commits itself to maintaining a welcoming and collegial atmosphere on its campus, including the [Campus Community Standards and Harassment Policy](#)

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Other related policies are found in the [Student Code of Conduct](#), the [Employee Handbook](#) and the [Faculty Handbook](#)

## Privacy and Security of Confidential Information

Boston College employees are expected to familiarize themselves with their obligations to maintain the confidentiality of personal or proprietary information under their control and to properly safeguard such information from unauthorized disclosure. Many of these obligations will arise from specific contractual arrangements such as non-disclosure agreements, some will arise from specific research protocols approved by the [Boston College Institutional Review Board](#). Other University Policies are of broad application and require the compliance of virtually all University employees: the [University Security Policy](#), related [Data Security Directive](#), and the University Policy on [Student Education Records](#).

## Conflicts of Interest and Commitment

All University employees must be alert to potential conflicts of interest and commitment, cevuirnrUndml9/s04 12

### Appropriate Use of Technology and Information Resources

The technological and information resources of Boston College are to be accessed and utilized in an ethical manner. All users of technological and information resources are to adhere to high moral, legal, and professional standards, and are expected to support the mission and conduct in the best interests of the College.