
 ADAMS STATE COLLEGE	POLICY NUMBER:	PAGE NUMBER Page 1 of 5
	CHAPTER:	Finance and Administration
	SUBJECT:	Fiscal Code of Ethics
RELATED POLICIES: C.R.S. 24-18-101 through 24-18-105, and 24-18-108 through 24-18-110  OFFICE OF PRIMARY RESPONSIBILITY: Office of Vice President of Finance and Administration	EFFECTIVE DATE:	June 15, 2006
	SUPERSESION:	06/15/06
	 Dr. David Svaldi President	

I. POLICY

This policy sets forth the College's Fiscal Code of Ethics.

II. PURPOSE

The College has a fiduciary responsibility to fulfill its overall mission in compliance with applicable policies, laws, regulations, rules, contracts, grants, and donor restrictions. All Employees are entrusted with the responsibility of preserving College resources and using those resources in a prudent manner for their designated purposes, as prescribed by policies, laws, regulations, rules, contracts, grants, and donor restrictions.

This policy sets forth the College's Fiscal Code of Ethics. Accordingly, this policy applies to all Employees. In addition, if an *Affiliate's* employee agrees to conduct *Fiscal Transactions* on behalf of the College as a resulting condition of their duties, this policy applies to all *Affiliate Fiscal Staff* in conducting the College's *Fiscal Transactions*.

The responsibilities of College Employees are intended to incorporate their responsibilities arising under the state law [C.R.S. 24-18-101 through 24-18-105, and 24-18-108 through 24-18-110], and, to the extent that State law is modified or amended, employees remain responsible for adhering to State law even when these modifications and amendments are not included explicitly in this policy.

As set forth in the Fiscal Roles and Responsibilities Policy, *Officers* are entrusted with fiscal responsibility for their *Functional Area of Responsibility* and are responsible for setting a tone within their *Functional Area of Responsibility* (and the College as a whole) for ethical conduct and integrity.

This Fiscal Code of Ethics policy is interrelated with the following Adams State College Policies:

- Fiscal Roles and Responsibilities
- Fiscal Misconduct Reporting

III. DEFINITIONS

Italicized terms used in this Administrative Policy Statement are defined in the Adams State College Fiscal Policy Dictionary. The following terms are specific to this policy:

**Finance System Users** are *Employees* or *Affiliate Fiscal Staff* with access to the *Finance System*.

**Human Resources Module Users** are *Employees* or *Affiliate Fiscal Staff* with access to the Human Resources Module.

**Procurement Card Users** are *Employees* or *Affiliate Fiscal Staff* assigned a role associated with a College Procurement Card, including card holder, reallocator and approving authority.

IV. PROCEDURES

All *Employees* are required to adhere to the Employee's Fiscal Code of Ethics included in Attachment A.

All *Officers* are required to adhere to the Officer's Fiscal Code of Ethics included in Attachment B.

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All *Officers*, *Finance System Users*, *HRMS Users* and *Procurement Card Users* shall demonstrate their awareness and compliance with the College's Fiscal Code of Ethics through the following Acknowledgement Process. Each *Officer* may require other *Employees* to demonstrate their awareness and compliance with the *Employee's* Fiscal Code of Ethics through the following Acknowledgement Process.

#### **Acknowledgment Process**

The applicable Fiscal Code of Ethics statements must be signed, or affirmed via email (as monitored by the responsible party identified in parentheses):

- By *Officers* upon signing their letter of offer for employment with the College (the Controller)
- By individuals requesting access to the College's *Finance System* by *Finance System Users* prior to receiving such access (the appropriate campus *Finance System Access Security Coordinator*)
- By individuals requesting access to the College's *HRMS* by *HRMS Users* prior to receiving such access (the appropriate *HRMS Access Security Coordinator*)
- By individuals requesting a role to act as *Procurement Card Users* prior to receiving such authority (the *Purchasing Director*)
- By other *Employees* as required by an *Officer* (the requesting *Officer*)

If an individual fails to sign, or affirm via email, the statement as required, the respective *Finance System*, *HRMS* or *Procurement Card* access, will not be provided. The failure to sign will be reported to the appropriate *Personnel Appointing Authority* for appropriate action. Employees who fail to sign as required will be deemed to have failed to meet a condition of their appointment/employment.

For *Officers*, the original signed Fiscal Code of Ethics Statements shall be maintained in the *Officer's* personnel file with a copy provided to the Controller to demonstrate compliance.

For other employees, the Controller will ensure that an electronic (on-line) acknowledgement system is maintained to demonstrate compliance. This electronic system will be reviewed prior to granting system access. All *Officers* and *Personnel Appointing Authorities* should direct questions about this Fiscal Code of Ethics policy to the Controller, who will consult with the Vice President of Finance and Administration as appropriate.

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**Attachment A  
Employee's Fiscal Code of Ethics**

All Employees are entrusted with the responsibility for preserving College resources and using those resources in a prudent manner for their designated purposes, as prescribed by policies, laws, regulations, rules, contracts, grants, and donor restrictions. The responsibilities of College Employees are intended to incorporate their responsibilities arising under the state law [C.R.S. 24-18-101 through 24-18-105, and 24-18-108 through 24-18-110], to the extent that State law is modified or amended, employees are responsible for adhering State law. To fulfill this responsibility, Employees' conduct shall conform to the following guidelines and requirements.

**I. Professional Values**

Employees should demonstrate the following behaviors in carrying out fiscal transactions by:

- According respect to self and others;
- Exhibiting commitment to both the College and Organizational Unit;
- Accepting responsibility; and
- Striving to enhance their own capabilities.

**II. Employment Responsibility**

Employees shall, in the performance of their responsibilities, be accountable for:

- Understanding and supporting the College's and Organizational Unit's operational plans;
- Exercising prudence and integrity in the management of resources in their custody and in all Fiscal Transactions in which they participate;
- Acting in a competent manner and in compliance with applicable policies, laws, regulations, and rules, and contracts, grants, and donor restrictions;
- Not knowingly being a party to or condoning Fiscal Misconduct;
- Reporting Fiscal Misconduct as required by College Policy;
- Not knowingly signing, subscribing to, or permitting the issuance of any financial statement or report that contains any Material misstatement or that omits any Material fact;
- Preparing or presenting financial information as required by College policies; and
- Protecting privileged or confidential information to which they have access by virtue of their position.

**III. Conflict of Interest**

Employees shall actively avoid conflicts between personal and College interests by:

- Discharging their duties in the best interest of the College and in such a manner that professional judgment is not affected by any outside matters of financial or personal interest;
- Conducting their affairs so that they shall not derive private gain from their association with the College except as provided by Trustee or College policies, including:
  - Not assisting any person or organization for a fee, contingent fee or other compensation in obtaining any contract, license or other economic benefit from the College;
  - Not receiving material compensation from others for performance of duties. (Material compensation does not include consumable items such as tickets, tokens or meals); and
  - Not using College property or resources for personal gain except as authorized by College policy; and
- Disclosing all financial and personal interests as required by College policy.

Employees should strive to avoid the appearance of conflict as described above.

Instructions: This form provides a mechanism for Finance System Users, HRMS Users, Procurement Card Users, and other employees designated by an Officer to acknowledge the College's Fiscal Code of Ethics, or the framework in which business decisions are made by College employees at all levels. Please complete this form.

**ACKNOWLEDGEMENT**

Through my signature, or affirmation via email, I acknowledge that I have reviewed the College's Fiscal Code of Ethics and promise to strive to adhere to this code during my employment at the College.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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**Attachment B**  
**Officer's Fiscal Code of Ethics**

All Employees are entrusted with the responsibility of preserving College resources and using those resources in a prudent manner and for their designated purposes, as prescribed by policies, laws, regulations, rules, contracts, grants, and donor restrictions. The responsibilities of College Employees are intended to incorporate their responsibilities arising under the state law [C.R.S. 24-18-101 through 24-18-105, and 24-18-108 through 24-18-110], to the extent that State law is modified or amended, employees are responsible for adhering State law. Officers are entrusted with fiscal responsibility for their Functional Area of Responsibility and are responsible for setting a tone within their Functional Area of Responsibility (and the College as a whole) for ethical conduct and integrity.

To fulfill their responsibilities as an Officer, their conduct shall conform to the following guidelines and requirements, and they should expect and encourage such conduct on the part of others.

**I. Professional Values**

Officers should demonstrate the following behaviors in carrying out their duties:

- According respect to self and others;
- Exhibiting commitment to both the College and Functional Area of Responsibility;
- Accepting responsibility; and
- Striving to provide the highest quality of performance and counsel.

**II. Employment Responsibility**

Officers shall in the performance of their duties be accountable for:

- Understanding, supporting, and implementing the College's and Functional Area of Responsibility's objectives;
- Contributing constructively to the ongoing evaluation and reformulation of the College's and Functional Area of Responsibility's operational plans and policies;
- Exercising prudence and integrity in the management of funds in their custody and in all fiscal transactions in which they participate;
- Understanding and fulfilling the fiscal responsibilities set forth in College policy;
- Acting in a competent manner and in compliance with applicable policies, laws, regulations, and rules, and contracts, grants, and donor restrictions;
- Not knowingly being a party to or condoning Fiscal Misconduct; and
- Reporting Fiscal Misconduct as required by College policy.

**III. Professional Development**

Officers should strive, both in self and in others, to:

- Enhance their own proficiencies;
- Enhance the capabilities and skills of their colleagues and supervisees; and
- Promote excellence in public service.

**IV. Integrity of Information**

Officers shall demonstrate professional integrity in the issuance and management of information by:

- Not knowingly signing, subscribing to, or permitting the issuance of any statement or report that contains any material misstatement or that omits any material fact;
- Preparing or presenting financial information as required by College policies;
- Protecting privileged or confidential information to which they have access by virtue of their position; and
- Adhering to College policy governing responses to inquiries from the public and the media.

**V. Conflict of Interest**

Officers shall actively avoid conflicts between personal and College interests by:

- Arranging outside obligations, financial interests, and activities so as to not compromise their overriding commitment to the College.
- Discharging their discretionary duties in the best interest of the College and in such a manner that professional judgment is not affected by any outside matters of financial or personal interest;
- Conducting their affairs so that they shall not derive private gain from their association with the College except as provided by College policies, including:
  - Not assisting any person or organization for a fee, contingent fee or other compensation in obtaining any contract, license or other economic benefit from the College;

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Not receiving material compensation from others for performance of duties (material compensation does not include consumable items such as tickets, tokens or meals); and  
 Not using College property or resources for personal gain except as authorized by College policy; and  
 Disclosing all financial and personal interests as required by College policy.  
 Employees should strive to avoid the appearance of conflict as described above.

Instructions: This form provides a mechanism for Officers to acknowledge their understanding of the College's Fiscal Code of Ethics, or the framework in which business practices decisions are made. Please type or print the required identifying information, sign the form, and return it with your letter of offer..

ACKNOWLEDGEMENT

Through my signature below, I acknowledge that I have reviewed the College's Fiscal Code of Ethics and promise to adhere to this code during my employment at the College.

\_\_\_\_\_  
 Officer's Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date