Training Goal:
UC Statement of Ethical Values and Standards of Ethical Conduct

- Impact on You, the Business Officer
- How Best to Use
- Pitfalls to Avoid
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**Ethics Checklist?**

Our Most Valuable Resource?

Operating Expenses
FY 2007 $18.7 Billion

- 45% Salaries & Benefits
- 55% Other
Values
*Important Beliefs and Desires*

Motivate Actions  Shape Attitudes

Factors Influencing Individual Values

- Upbringing (family values, religion, culture)
- Self-Conception
- Motivations
  - Need for Approval
  - Need for Security
  - Need for Money or Position
- Ethical Consciousness/Awareness
- Moral Courage/Strength of Character
Ethics

A set of moral principles or values
… a guiding philosophy

Merriam-Webster’s Collegiate Dictionary, Tenth Edition

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Most of the time, we know what we should do.

The real test of ethics and character is whether we are willing to do the right thing

... even when it is likely to cost more than we want to pay.
Who Cares?

UC Revenues for FY 2007 - $19,604 M

- Tuition & Fees: 35%
- Contracts & Grants: 9%
- Med Ctr/State Gov: 14%
- Private Gifts: 3%
- Investments: 3%
- DOE Labs/Other: 11%

How Much Do They Care?

UC Davis Revenues

Fees & Tuition: $371M to $2.5B
Federal
State
Local/Other
Private
Sales & Svcs
Auxiliary
UCDMC
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UC Statement of Ethical Values

Integrity in our dealings
Excellence in our work
Accountability individual & compliance
Respect rights & dignity of others

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UC Standards of Ethical Conduct

1. Fair Dealing
2. Individual Responsibility & Accountability
3. Respect for Others
4. Compliance - Laws & Regulations
5. Compliance - Policies, Procedures & Guidance
6. Conflicts of Interest or Commitment
7. Ethical Conduct of Research
8. Records: Confidentiality/Privacy & Access
9. Internal Controls
10. Use of University Resources
11. Financial Reporting
12. Reporting Violations and Protection from Retaliation
**UC Standards of Ethical Conduct**

*What they really mean:*

- Exemplify Fairness
- Act Responsibly
- Respect Others
- Follow Rules
- Find Answers
- Be Worthy of Trust
- Protect Privacy
- Ensure Right Thing Happens
- Prove Stewardship
- Report Wrong-Doing

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**Guidelines for Actions & Decision-Making**

- Mission
- Personal Ethics
- Trust
- Shared Values
- Internal Controls
- University Policies
- Regulations
- Laws

*Business Officers Institute, Patrick Reed, University Auditor, 10/27/99*
Ethics is the *Foundation* of Internal Control

- *Management Environment* - Tone at the top, integrity, *ethics*, competence.
- *Risk Assessment*
- *Controls Activities*
- *Information and Communication*
- *Monitoring*

Advantages of Ethics

- **Competitive Edge** – people prefer to work with those they can trust
- **Credibility** – people believe you
- **Efficiency** – trust makes decision making faster and more economical
- **Morale** – people feel better about their jobs and themselves
- **Loyalty** – internal and external
- **Personal Satisfaction** – self respect, affection of others
Realistic Expectations

- **Criminal Conduct** – It won’t make crooks honest but it can create an environment where criminal conduct is less likely and more risky.
- **Improper Conduct** – It can provide knowledge and promote systems that significantly reduce a large category of improprieties.
- **Poor Judgment** – It can create a heightened understanding of the kinds of conduct that generate criticism and accusations of unethical conduct.

Ethics is not about the way things **are**…

… It’s about the way things **ought** to be.
The Moral Landscape
The Way It Is

Post Enron Environment

Intensified Scrutiny
Burdensome Regulation

Public Cynicism

Prosecution

Broader Accountability

Turning Our World Upside Down
### Job Pool - Attitudes

- "It’s important for me to be a person of good character": 98%
- "It’s important to me that people trust me": 97%
- "In business and the workplace, trust and honesty are essential": 94%
- "Being a good person is more important than being rich": 89%
- "My parents or guardians always want me to do the right thing, no matter the cost": 90%

### Job Pool - Cynicism

- "In the real world, successful people do what they have to to win, even if others consider it cheating": 59%
- "A person has to cheat sometimes in order to succeed": 42%
- "People who are willing to lie, cheat or break the rules are more likely to succeed than those who do not": 23%
### Job Pool - Conduct

<table>
<thead>
<tr>
<th>In the Past 12 Months</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lied to parent about something significant</td>
<td>82%</td>
</tr>
<tr>
<td>Lied to teacher about something significant</td>
<td>62%</td>
</tr>
<tr>
<td>Copied an internal document</td>
<td>33%</td>
</tr>
<tr>
<td>Cheated during a test at school</td>
<td>60%</td>
</tr>
<tr>
<td>Stole something from a parent / relative</td>
<td>23%</td>
</tr>
<tr>
<td>Stole something from a friend</td>
<td>19%</td>
</tr>
<tr>
<td>Stole something from a store</td>
<td>28%</td>
</tr>
</tbody>
</table>

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**Perception is Reality**

- When it comes to trust, perception is reality.
- *It is not enough that we do no wrong, we must also try to assure that others believe we have done no wrong.*
Jack’s Rule of Thumb

- We judge other people by their actions and we judge ourselves by our intent.

Jack Azzaretto, UCR, “Ethics for UC Business Officers”

What is Work Culture?

- Shared History
- Expectations
- Unwritten Rules
- Social Mores

- Underlying beliefs color perceptions of actions and communications

Department of Defense
Enemies of Integrity

- Complacency
- Self Delusion
- Rationalizations
- Survival Syndrome
- Win-at-Any-Cost
- Misplaced Loyalty
- Undervaluing Integrity
- Unaccountability
- Short-Term Thinking
- Arrogance of Power

Rationalizations

Classical Fallacies – It’s not unethical if …

1. It’s for a good cause
2. I’ve got it coming
3. It’s legal
4. Everyone does it
5. Others are a lot worse
6. I don’t get caught
7. It’s not for me
8. It benefits my family
9. It’s necessary/it’s the only way I can win
10. I’m just following orders
11. My job is on the line
12. I’m just fighting fire with fire
13. No one is really hurt
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Rationalizations
Doctrine of Relative Filth

I’m not so bad as long as others are worse.

—Michael Josephson

Win At Any Cost

If you’re not willing to lose, you have to be willing to do anything it takes to win.

—Michael Josephson
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Significance of Unethical Behavior

• US settles case of Gene Therapy Study that ended with teen’s death
• U. of Penn & Children’s National Medical Center
  – Government alleged:
    • Study produced toxicities in humans, but was not terminated
    • Reports misrepresented actual clinical findings
    • Consent form did not disclose anticipated toxicities
  – Settlement: $1,032,118

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Ethics Transcends Laws

Minimum compliance is like aiming for the outer rim of the target.

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Tools for the Way It Ought To Be

The Golden Rule

Confucius  What you do not want done to yourself, do not do unto others.
Aristotle  We should behave to others as we wish others to behave to us.
Judaism  What you dislike for yourself, do not do to anyone.
Hinduism  Do nothing to thy neighbor which thou wouldst not have him do to thee thereafter.
Islam  No one of you is a believer unless he loves for his brother what he loves for himself.
Buddhism  Hurt not others with that which pains thyself.
Christianity  Do unto others as you would have them do unto you.

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Principles of Community

- UCOP - http://www.ucop.edu/humres/prncpls_comm.html
- UCB - http://www.berkeley.edu/about/community.shtml
- UCD - http://principles.ucdavis.edu/
- UCLA - http://www.diversity.ucla.edu/
- UCM - http://www.ucmerced.edu/ourvalues.asp
- UCSB - http://diversity.ap.ucsb.edu/message/
- UCSC - http://www.ucsc.edu/about/principles_community.asp
- UCSD - http://www.ucsd.edu/principles/
- UCSF - http://www.ucsf.edu/swe/principles.htm

Tone from the Top

“People behave in an unethical way because they are either responding to signals sent by top management or because the only way that they can meet expectations is to cheat.”

- James O’Toole, USC Graduate School of Business
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Make Character-Based Decisions

• Stakeholder interest & well-being
  – Meeting expectations?
• UC Ethical Values above all others
  – Integrity, Excellence, Accountability & Respect
• Greatest amount of good in the long run

Control Environment

• Train, Train, Train
• Ensure Separation of Duties
• Delegate Authority, Responsibility & Accountability
• Prohibit Password/Account Sharing
**Educate Employees on Ethical Obligations**

- Proper & improper use of public position and property
  - BFB G-39, Conflict of Interest Policy
- Recognize & avoid conflict of interest:
  - Gifts & Gratuities
  - Dealing with friends and relatives
  - UC purchasing power
  - Consulting & moonlighting

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**Ethics in Recruitment**

**UCD AVC – Capital Resource Mgt**

- “In these interactions, the Assistant Vice Chancellor acts consistent with the following core values:
  - Integrity – full disclosure of all information pertinent to issues
  - Commitment – taking full responsibility for products, recommendations and actions
  - Objectivity – Ensuring impartial analysis of resource issues that are fair to all competing constituencies
Ethics in Recruitment
UCD AVC – Capital Resource Mgt

• Core Values (Continued):
  – Creativity – thoughtful assessment of problem-solving alternatives
  – Professionalism – treating all within and outside with respect
  – Shared Success – Valuing a team approach that also gives a positive experience and an opportunity for individual success

Administrative Responsibilities Handbook

A Handbook for Administrative Officials

• Available through your Controller’s Office
Objectives – In a Nutshell

• Meet stewardship responsibilities
• Provide management information
• Process properly and accurately all receipts and disbursements
• Account for all financial resources received and used
• Conform to:
  – Legal requirements and Administrative policies
  – Generally Accepted Accounting Principles
• Present a complete picture of funds and uses

Keep Documents Supporting Financial Transactions

• Retain documents for review by auditors
• Keep for the periods specified in the UC Records Disposition Schedules Manual
Don’t Wait to Fix Things

“The longer you wait to adjust the trajectory of a rocket that is going off course, the more severe the adjustment will have to be.”

“The same is true with new employees.”

- Michael Josephson

Consider the Real Cost

Productivity
Morale
Investigative Leave
Investigation
Disciplinary Action
Grievances
Lawsuits
Recruitment
Training
Funding / Gifts

$ Small Loss $
Bell, Book & Candle Test

Listen for the bells warning you of an ethical issue.

Check to see if there are any laws, regulations or rules which restrict your choices.

How will your decision look in the light? Could a reasonable fair-minded person conclude you acted improperly?

When you decide to fight fire with fire ...

... all you get is the ashes of your own integrity.

— Michael Josephson
The Rat Race

The problem with the rat race is that even if you win, you’re still a rat.

—Lily Tomlin

The future will be better tomorrow.

- Dan Quayle
Scenarios

- Read scenario together
- Vote and See Responses
- Discuss in small groups:
  - What are the competing pressures?
  - What actions might be taken?
- Share with room

Remember:

- **YOU** are our most valuable resource.
- **TOGETHER** we can:
  - Support Ethical Culture.
  - Model Ethical Behavior.
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