

U of A Division of Agriculture Code of Ethics

The U of A Division of Agriculture, Code of Ethics (Code) is the written document that supports the culture of ethical and efficient service to the citizens of the State provided by this organization. The Code describes the behavior expected of all employees.

Code of Ethics

Division employees must comply with all applicable laws and regulations. Employees will be held accountable for conduct that violates the law, including the ethical provisions. This includes receiving payments for illegal acts, indirect contributions, rebates, or bribery.

If an employee is uncertain about the application or interpretation of any legal or procedural requirement, the employee should ask for guidance from his or her immediate supervisor.

Relationships with Clients and Suppliers

Employees must adhere to ACA §19-11-705 in their relationships with clients and suppliers to avoid any conflict of interest. In addition, any employee who has or obtains any benefit from a state contract with a business in which the employee has a financial interest shall make a disclosure to the Director of DFA in accordance with ACA §19-11-706 and the Rules and Regulations for Implementing Governor's Executive Order 98-04. Arkansas State Code can be found by clicking the appropriate title at:

<http://www.lexisnexis.com/hottopics/arcode/Default.asp>

Gifts, Entertainment, and Favors

Employees must not accept entertainment, personal favors and gifts or preferential treatment that could influence their decisions in performing their job functions. Specific procurement law addressing gratuities is codified in ACA §19-11-707 and included in Part 4 of the Procurement Law and Regulations promulgated by the Office of State Procurement.

Refer to [Rules and Gifts](#) issued by the Arkansas Ethics Commission for detailed rules on gifts at: http://arkansasethics.com/rules/Rules_on_Gifts.doc.

Kickbacks and Prohibited Commissions

Employees must not receive kickbacks, prohibited commissions or other prohibited payments from third parties. Violations of this rule will result in imposition of the penalties provided by law. Specific procurement law addressing kickbacks and commissions is codified in ACA §19-11-707 and §19-11-708 and included in Part 4 of the Procurement Law and Regulations promulgated by the Office of State Procurement.

Organization Funds and Other Assets

Employees who have access to Division assets in any form must follow the prescribed procedures for use, recording, handling, and protection of these assets as detailed in policies. If an employee has knowledge of fraud or waste of public assets, the employee should immediately advise his or her immediate supervisor.

Organization Records and Communications

Division's books and records must reflect accurate and timely recording of all business transactions. Full disclosure of assets, liabilities, receipts and disbursements must be made.

Employees must not make or engage in any false record or communication whether internal or external, including but not limited to:

- False expense, attendance, production, financial, or similar reports and statements
- False advertising, deceptive marketing practices, or other misleading representations

Dealing With Outside People and Organizations

Employees must not use their position or affiliation with the Division when communicating regarding matters not involving Division business. Employees must not use organization identification, stationery, supplies, and equipment for personal or political matters.

When communicating publicly on matters that involve Division business, employees must not speak on behalf of the Division on policy issues that have not been discussed with Division Management.

When dealing with anyone outside the Division, including public officials, employees must take care not to compromise the integrity or damage the reputation of the Division or any other entity.

Prompt Communications

Employees of the Division shall respond promptly and accurately to all requests for information and complaints regardless of the source.

Privacy and Confidentiality

When handling financial and personal information about clientele or others with whom the Division has dealings, observe the following principles:

1. Collect, use, and retain only the personal information necessary for Division business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
2. Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
3. Limit internal access to personal information to those with a legitimate business reason to have the information. Use personal information only for the legitimate business purpose for which it was obtained. Release of any information to persons not involved with the stated business purpose should be made by management in response to a Freedom of Information Act request. Any tax information that is confidential pursuant to ACA § 26-18-303 should not be disclosed, except as allowed by law.

Reporting Suspected Fraud

Division employees have a responsibility to report occurrences of an ethical violation, fraud, waste or abuse of Division resources that can be verified through investigation. Division employees shall be protected against any form of retaliation, including discharge, for reporting, in good faith, occurrences of an ethical violation, fraud, waste or abuse of Division resources as stated in DFA Administrative Memorandum #300.29 and the Arkansas Whistleblower Act (ACA §§21-1- 601--609). Investigations to substantiate reported allegations will be conducted in a confidential manner.

Allegations of an ethical violation or fraud may be reported to the Affirmative Action Officer (1-501-671-2015) or to the University of Arkansas System Internal Audit Office's Fraud Hotline (1-866-252-9838). A complainant may also choose to report fraud, waste or abuse by completing a Complaint Form obtained at the following web site:

http://www.arkansas.gov/dfa/accounting/acc_ia_fraud_reporting.html

Complaint forms can be mailed to the following address:

U of A Division of Agriculture
ATTN: Affirmative Action Officer
P. O. Box 391
Little Rock, AR 72203

My signature on this document indicates that I have read and fully understand the prohibited activities and my responsibilities as listed in this code of ethics.

Name

Date

Signature/Title

Date