

Board Meeting
September 23, 2010

ADOPT HANDBOOK FOR GOOD ETHICAL PRACTICE AT THE UNIVERSITY OF ILLINOIS (SIXTH EDITION)

Action: Adopt *Handbook for Good Ethical Practice at the University of Illinois* (Sixth Edition)

Funding: No New Funding Required

In 2002, Ethics Officer and Executive Director of University Audits Richard Traver composed and distributed a *Handbook for Good Ethical Practice*. Its purpose was to provide an overview of the ethical principles that serve to guide conduct in the University community. The *Handbook* was intended to complement applicable State and federal laws and University policies, and has been updated periodically to remain current. Since 2005, when the University Ethics Office was formed, the *Handbook* has been issued and distributed by that office.

The Sixth Edition has now been completed. The 37-page booklet, entitled *A Handbook for Good Ethical Practice at the University of Illinois* (attached hereto), contains a summary of the *State Officials and Employees Ethics Act*, describes the mandatory annual Ethics Act training, and provides information about the Ethics Office and its role and function at the University. The Sixth Edition of the *Handbook* also addresses such topics as confidentiality, proper use of University resources and assets, conflicts of interest, and record retention, and provides hypothetical examples for dealing

with such situations. The new *Handbook* sets forth a seven-principle “Code of Conduct” to guide members of the University community in everyday decision-making to encourage conduct that not only discharges their obligations to the University but will reflect positively on themselves and the University.

The Sixth Edition of the *Handbook* has been reviewed by members of the Board Committee on Governance, Personnel, and Ethics. The Board’s formal adoption of the *Handbook* reflects the Board’s support and commitment to the *Handbook* and the principles contained therein.

The Board action recommended in this item complies in all material respects with applicable State and federal laws, University of Illinois *Statutes*, *The General Rules Concerning University Organization and Procedure*, and Board of Trustees policies and directives.

The President of the University recommends approval.