



Notice Regarding the Murray State University Statement of Ethical Principles and Code of Conduct

The Board of Regents has adopted a Statement of Ethical Principles and Code of Conduct ("Statement") which contains ethical principles and standards of conduct applicable to all employees – the President, faculty, staff, and student workers – as they perform their work for MSU. It is also intended to provide guidance for volunteers.

The Statement addresses various topics including discrimination, responsible use of University resources, business dealings with MSU including provisions that employees may not have interests in some University contracts, and conflicts of interest due to personal relationships. It also addresses reporting violations of the Statement, law, and other University policy and for imposing penalties for such violations.

Please read the entire Statement carefully. It may be found on the website of Human Resources at <http://www.murraystate.edu/hr/currentemployees.aspx> under the heading "Other Policies" and may be accessed from your work computer. Employees/volunteers who do not have immediate access to a work computer must ask their supervisor or Human Resources staff for a copy of the Statement. You may also ask your supervisor or Human Resources staff if you have questions after reviewing this Notice or the Statement.

It is mandatory that all employees/volunteers complete section 1 of the Acknowledgement. In addition, employees/volunteers who do not have immediate access to a work computer must also complete section 2 of the Acknowledgement after receiving a copy of the Statement. After completing the Acknowledgement, please return it to your supervisor.

Keep a copy of this notice for your use. Ask your supervisor if you need assistance in making a copy.

Acknowledgement

1. I acknowledge that I have received a copy of "Notice Regarding the Murray State University Statement of Ethical Principles and Code of Conduct."

Name (please print)

M Number

Signature

Date

Department

2. I do not have immediate access to a work computer and acknowledge I have requested and received a copy of the Statement of Ethical Principles and Code of Conduct.

Signature

Date

Please send original with signatures to Human Resources