



**Introduction**

The Policy of Ethical Practice (the "Policy") covers a wide range of Robert Morris University practices and procedures. It does not cover every issue that may arise, but it sets out basic principles to guide all employees of Robert Morris University and its subsidiaries (collectively referred to as "Robert Morris University" or the "University"). Robert Morris University employees must conduct themselves in accordance with this Policy and seek to avoid even the appearance of improper behavior. Robert Morris University's agents and representatives, including consultants, vendors and volunteers, are also expected to abide by this Policy.

Employees must comply with all applicable federal, state and local laws. If a provision of this Policy conflicts with a law, employees must comply with the law. If an employee has any questions about conflicts or apparent conflicts, he/she should consult with his/her immediate supervisor, area vice president or senior vice president, or the vice president for human resources. This Policy supersedes all other codes of conduct, policies, procedures, instructions, practices, rules, or written or verbal representations to the extent that they are inconsistent with this Policy. However, this Policy does not supersede the provisions of any applicable collective bargaining agreement.

**Purpose**

Robert Morris University seeks to promote:

- Honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships;
- Full, fair, accurate, timely, and understandable disclosure in reports and documents that Robert Morris University files with, or submits to, governmental agencies and other external entities, as well as other public communications made by Robert Morris University;
- Protection of confidential information and proper use of the University's assets;
- Compliance with laws, rules, and regulations;
- Prompt internal reporting in good faith as described in sections 10-12 of this Policy; and
- Accountability for adherence to this Policy and other University policies.

**Reporting**

Concerns should be reported initially through traditional reporting mechanisms, beginning with the immediate supervisor. If for any reason it is not appropriate to report suspected Concerns to the immediate supervisor, individuals should go to a higher level of management within their school or department. Other options for reporting internally include Human Resources, Internal Audit and the Office of the General Counsel. To the extent that reporting Concerns to management is not feasible or appropriate, and/or other resolution methods do not exist, employees may also report Concerns by calling the Policy of Ethical Practice Reporting Hotline at 1-800-963-5593 or submitting a report via the Web at [www.ethicspoint.com](http://www.ethicspoint.com). Reports submitted through the EthicsPoint reporting hotline will be forwarded to University personnel for prompt and appropriate investigation, follow-up and response.

**This document is just a summary of policy highlights – please read the entire policy at [www.rmu.edu/ethicspolicy](http://www.rmu.edu/ethicspolicy) before signing this acknowledgement.**

**By my signature below, I acknowledge that I have read the [Policy of Ethical Practice](#) within the last 30 days and understand the provisions as set forth.**

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date