Effective Date: **July 1, 2026**

POLICY

EMPLOYMENT, ETHICS

Employee Handbook – Section 403 Code of Ethical Conduct

RESPONSIBLE OFFICE

Human Resources

403 Code of Ethical Conduct

403.1?Policy Statement

Boston University employees covered by this Handbook are subject to the University's Code of Ethical Conduct (https://www.bu.edu/policies/code-of-ethical-conduct-2/). The Code of Ethical Conduct outlines expectations for employees and others to undertake their responsibilities on the University's behalf with diligence and professionalism and to comply with the highest standards of honesty, integrity, and fairness. This includes, but is not limited to, being respectful of the rights of others and forthright in all dealings with members of the University community as well as third parties; protecting the privacy of confidential information; and compliance with all applicable laws, rules, and regulations. University representatives

should not place their personal interests above the best interests of the University; even the appearance of impropriety must be avoided.

The Code of Ethical Conduct reinforces that Boston University is committed to maintaining a work culture of respect and the highest standards of honesty, ethical conduct, and integrity in all its activities. This includes a commitment to:

- Avoiding conflicts of interest and commitment, both in fact and appearance
- Dealing with others honestly and in good faith
- Preserving confidentiality
- Compliance with applicable laws, rules, and regulations
- Prohibiting retaliation against those who make good-faith reports of violations of law or University policy
- Timely and accurate public disclosures

Vice Presidents, Deans, Directors, Department Heads, and other Supervisors are responsible for fostering respect for the values embodied in the Code of Ethical Conduct and for promoting compliance with it.

403.2?Reporting Concerns

A feature of the Code of Ethical Conduct is the availability of a confidential reporting Ethics and Compliance Hotline which is independently administered by a third-party provider to facilitate anonymous reporting. Oversight of the Hotline cases is provided by the Compliance Services Office and the Compliance Committee as defined in the Code of Ethical Conduct. Information concerning the Hotline and related policies and procedures may be found on the Compliance Services Office website (https://www.bu.edu/compliance/). Complaints may be filed to the Hotline anonymously through the Ethics and Compliance webpage, by letter, or by telephone (https://www.bu.edu/compliance/report-a-concern/).

The University encourages employees who have questions or concerns about their obligations under the Code of Ethical Conduct, possible illegal or unethical behavior, or non-compliance with University policy, to speak with their supervisors or the

Compliance Services Office.

END OF POLICY TEXT

Additional Resources Regarding This Policy

Related Policies and Procedures

- Employee Handbook and Policies Manual (staff)
- Faculty Handbook (faculty)
- Boston University Code of Ethical Conduct

Related BU Websites

- Human Resources
  - Manager Resources - HR Website

History

This Policy was revised and changed from **205 Sympathy Leave** to **304 Sympathy Leave** on July 1, 2026.

THIS POLICY IS PART OF THE EMPLOYEE HANDBOOK AND POLICIES MANUAL , AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

Categories: Employee Handbook and Policies Manual, Employment, Ethics, Ethics and Athletics, Ethics, Outside Activities, and Gifts, Non-Represented Staff, Workplace Keywords:

code of conduct, code of ethical conduct, employee code of conduct, hr code of conduct, human resources