

CODE OF ETHICS POLICY

APPROVED BY POLICY COMMITTEE 10/2/2023

Effective Date 10/2/2023

(Impact Area – Dept Name) SUNY Morrisville *Morrisville Campus *Norwich Campus *EOC	(General Subject Area)	(Specific Subject Area)
	Author: VP for Administration and Finance / Human Resources	Supersedes Policy #
Relates to Procedure #	Impact:	
SUNY MORRISVILLE		

Policy Summary

[Page 1 of 3]

All New York State employees, and employees of the Research Foundation of SUNY, are bound by the Code of Ethics set forth in the Public Officers Law. Under this law, employees shall not have any interest, financial or otherwise, direct, or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of his (or her) duties in the public interest.

The Secretary of State is required by law to obtain and file an Oath of Office for New York State employees (labor class is exempt), along with a signed statement that employees have received, read, and will conform to the provisions of Sections 73s-78 of the Public Officers Law.

All college employees are required to do periodic Ethics Training as dictated by the NYS Commission on Ethics and Lobbying

The Code of Ethics contains nine standards of conduct. Each standard examines the types of conflicts that State officers and employees are prohibited from engaging in while in State service, and post-employment. These nine standards fall into the following:

- **Impartiality** (Standard A - Covered persons should not accept other employment that would impair their independence of judgment when performing their state job.)
- **Disclosing Confidential Information** (Standards B&C - understanding the types of information that may be shared with colleagues and members of the public, as well as not disclosing sensitive information to benefit yourself or someone else.)
- **Securing privileges or favors based on your state job** (Standard D -No covered person should use or attempt to use their official position to secure unwarranted privileges or exemptions for themselves or others, including but not limited to the misappropriation of the property, services or other resources of the State for private business or other compensated non-governmental purposes. Stewardship of State resources: preventing you from securing unwarranted privileges or favors for yourself or others based on your State job and not utilizing the resources of the State for your own personal use.)
- **Financial Conflicts** (Standards E&G - Financial conflicts: refraining from making personal investments that conflict with your official duties, and avoiding transactions with any entity in which you may have a direct or indirect financial interest.)
- **“Integrity Standards”** (Standards F&H - avoiding situations in which it may appear you could be influenced or would attempt to influence someone else, and conducting yourself in a manner that does not raise suspicion among the public that you’re personally benefitting from your official position)
- **Business with the State** (Standard I - Business with the State: as a state officer or employee, you are restricted from contracting for work and/or providing goods and services to any entity that is licensed or regulated by your agency. Circumstances do exist that may allow you to work for both at the same time.)

Additional details of these provisions are set forth in a publication titled “Plain Language Guide to the Public Officers Law and Other Related Ethics Laws” which can be accessed at:

<https://ethics.ny.gov/system/files/documents/2022/11/plain-language-guide-ny-ethics-laws-nov2022.pdf>

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