McKimmon Center for Extension and Continuing Education
CODE OF ETHICS

McKimmon Center for Extension and Continuing Education is a service unit of North Carolina State University. Our primary mission is to partner with campus units as well as external groups to provide access to the intellectual resources of the University – its faculty, libraries, and laboratories – to address relevant needs of North Carolinians.

The interrelationships we have with our co-workers, faculty, administrators, students, general public and corporate and agency clients are critical to the performance of our duties. We are committed to excellence and will exhibit honesty, fairness, honor and respect in all of our endeavors.

- We will meet our mission in our actions, communication, appearance and demeanor.

- We will give first priority to the objectives and policies of the University, the McKimmon Center and our unit.

- We will treat all persons we encounter with respect, patience, politeness and fairness.

- We will apply policies and procedures consistently.

- We will encourage and develop an environment that respects and values all employees.

- We will keep confidential all confidential information given to us, whether written or oral, in accordance with State Statutes, Rules and Policies as well as University Policies, Rules and Regulations.

- We will manage funds and property professionally and in accordance with all Federal, State and University Policies, Procedures and Regulations.

- We will not accept gifts in violation of State and University Policies, Procedures and Regulations.

- We will treat all vendors professionally.

Listed below are links to a variety of University regulations that will be of special interest to MCE&CE employees. Additional sites and links may be accessed from the University HomePage. Of particular importance is the link to the University's Policies, Regulations, and Rules WebSite: http://www.ncsu.edu/policies/homepage.php

Conflicts of Interest:

http://www.ncsu.edu/policies/governance_admin/gov_gen/REG01.25.1.php
http://www.ncsu.edu/policies/governance_admin/gov_gen/external_prof_activity.php

Sexual Harassment/Affirmative Action Policies:

http://www.ncsu.edu/policies/campus_environ/non-discrimination/POL04.25.3.php
www.ncsu.edu/equal_op/policies/Non_disc_statement.pdf

Sexual Orientation:

http://www.ncsu.edu/policies/campus_environ/non-discrimination/REG04.25.3.php

Drugs and Alcohol:

SPA - http://www.ncsu.edu/policies/employment/successive_discipline/REG05.70.1.php
EPA - http://www2.ncsu.edu/prr/campus_environ/health_safety_welfare/POL04.20.2.php

Secondary Employment:

http://www.ncsu.edu/policies/employment/salary_admin/secondary_employ.htm

Employee Leave:

SPA – http://www7.acs.ncsu.edu/benefits/sum_benefits-spa.asp#leave
EPA - www.ncsu.edu/policies/employment/epa/POL05.15.1.php

Overtime Policy/Fair Labor Standards Act:

http://www2.acs.ncsu.edu/hr/hrpm/sec/600/hrpm616.html

Use of Computers and other State Property:

http://www.ncsu.edu/policies/informationtechnology/POL08.00.1.php
www.ncsu.edu/internal-audit/main.php?name=misuse

Accounting Procedures/Travel Policies:

www.ncsu.edu/policies/finance/accts_receivables/REG07.30.3.php
www.ncsu.edu/policies/sitemap.php#travel

Environmental/Safety:

http://www.ncsu.edu/ehs/about.htm

Use of State Funds:

www.fis.ncsu.edu/financialsvcs/SpendingGuidelines/Spend.htm

Political Activities:

www.ncsu.edu/policies/employment/outside_employ/limitation_political_activities_spa.htm
www.ncsu.edu/policies/employment/epa/POL05.15.1.php

Purchasing and Contracts:

www.ncsu.edu/policies/finance/purch/basic_procurement_guidelines.htm

www.fis.ncsu.edu/materialsmgmt/purchasing/Purch_guidelines.htm

www.fis.ncsu.edu/materialsmgmt/purchasing/contract.htm