



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

ADMINISTRATIVE MANUAL

ASI ETHICS POLICY

POLICY 022

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Introduction

Associated Students, Inc. (ASI) is committed to the highest ethical standards in the performance of its mission. This Policy provides guidance and direction for all ASI officers, directors, employees, and volunteers (collectively "member" or "members") in the performance of their duties or whenever they are perceived as representing ASI.

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Violations of any of these guidelines within this policy should be brought up to an ASI Executive Officer or ASI Staff Member and not discussed publicly.

1. Laws and Regulations

All members must comply with applicable laws and regulations governing the operation of the ASI. This includes, but is not limited to, federal, state, county and municipal laws, the [California Code of Regulations](#), the [California Education Code](#), campus regulations of [California State University Los Angeles](#), and [standing orders, policies](#) and [regulations](#) of the Trustees of the California State University.

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2. Business Practices

Business activities must be conducted under the highest standards. Members must not take unfair advantage of [Cal State LA](#) students, faculty or staff (collectively, the "campus community,") or suppliers, vendors, and contractors through abuse of authority, manipulation, concealment, and/or misrepresentation of material facts. Members must not disclose a vendors pricing or business activities to competitors.

At all times, members must be accurate and truthful in all their dealings with the campus community, vendors, suppliers, and customers and be careful to accurately represent the services and products of the ASI.

3. Conflict of Interest

Members must avoid conflicts of interest. Business decisions must be made objectively on the basis of price, quality, service and other competitive practices. To avoid any potential influence from the campus community and existing or potential vendors, suppliers and customers, members are prohibited from accepting gifts or favors from the campus community, vendors, suppliers, and customers of more than token value (less than \$40.00).

Members transacting business or entering into contracts on behalf of the A.S.I. must not have any interest, financial or personal, in those transactions or contracts. Should a member have an interest in a business or organization with which the ASI transacts business, the member must recuse himself/herself from any negotiation, authorization, or approval of such transactions.

In addition, ASI Executive Officers and members of ASI governing boards must comply with conflict of interest regulations as defined in ASI Policy 006.

555 Capitol Mall, Suite 300
Sacramento, CA 95814

3. **Submit it Online**

<https://www.bsa.ca.gov/contactus/complaint>
The BSA cannot accept complaints via e-mail.

4. **The CSU Chancellor's Office**

Ellen Bui (562) 951-4427

5. **Cal State LA Campus Internal Audit**

Tanya Ho at (323) 343-5102
InternalAudit@cslanet.calstatela.edu

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If You Experience Retaliation

- If you're a state employee, contact the State Personnel Board in writing at 801 Capitol Mall, MS53, Sacramento, CA 95814. For additional information, call (916) 653-1403.
- California State University (CSU) has its own system. If you work for CSU, check the BSA Web site, www.bsa.ca.gov, for a link to information on its current policy.

The Campus Administrator Responsible for Compliance is:

Marisel Mulet, Director - Office for Diversity and Inclusion Human Resources Management
5151 State University Drive
Administration 606
Los Angeles, CA 90032-8534
Phone: (323) 343-3040

6. **Confidentiality**

Members must protect ASU confidential information. Members are expected to keep confidential information confidential even if not clearly marked.

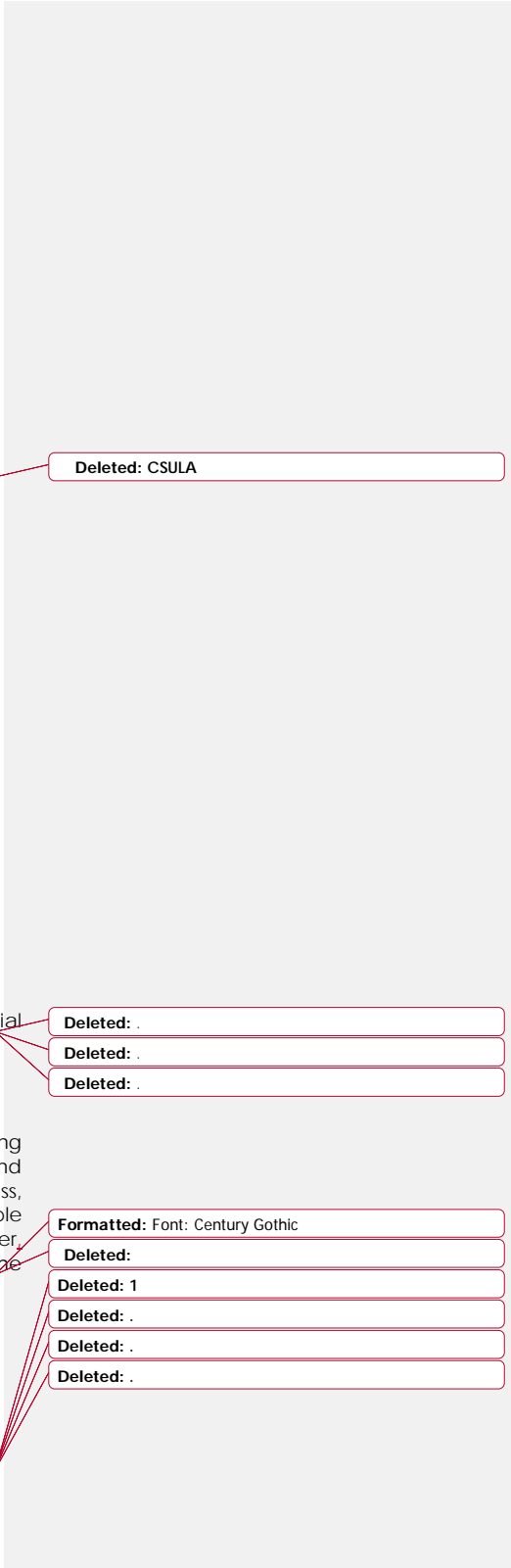
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7. **Respect**

Members must work effectively with coworkers, customers and the campus community by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others, keeping commitments, keeping others informed of work progress, timetables and issues, addressing problems and issues constructively to find mutually acceptable and practical business solutions, addressing others by name, title or other respectful identifier, giving credit where credit is due, responding to messages on a timely basis, and respecting the diversity of our work force in actions, words and deeds.

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Members must be able to work effectively within a complex organizational setting and a multi-cultured campus environment. Members must be able to establish and maintain



effective, cooperative, and harmonious relationships with students, staff, co-workers, faculty, alumni and the general public. No ASI member shall engage in practices which contribute to a workplace or learning environment that is hostile, intimidating, or offensive.

8. Sexual Harassment

No ASI member shall engage in any form of Sexual harassment as outlined in Chancellor's Executive Order No. 345. Sexual harassment is a conduct subject to university disciplinary action, including termination. Sexual harassment includes but is not limited to:

- A) Unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- B) Any act which contributes to a workplace or learning environment that is hostile, intimidating, offensive, or adverse to persons because of the sexual nature of the conduct.
- C) Conditioning an act, decision, evaluation, or recommendation on the submission to or tolerance of any act of a sexual nature.

9. Meeting Behavior

- A) Use of electronic devices should be limited to committee items or in case of emergencies.
- B) Committee Members should review supplementary documents in advance and arrive prepared for meetings.
- C) Chairs should prepare Agendas for their Committee Meetings at least 72 hours in advance and prepare supplementary documents at least 24 hours in advance.
- D) Be in your seats during the assigned start time of the committee. Committee Members who arrive late/ miss a committee member must notify the committee chair at least 24 hours in advance to constitute an "excused" designation. The only exception is medical and family emergencies.
- E) Committee members are expected to engage and contribute during the meetings.

10. Office Usage

The ASI office is a professional environment, and in order to maintain such a classification, ASI members must follow the guidelines provided below.

- A) ASI members are not allowed to sleep and speak foully in the common area of the ASI office.
- B) ASI members must handle ASI Property with care.
- C) ASI members are responsible for cleaning up after themselves after using the ASI Office.
- D) ASI members are allowed to use the office printer primarily for ASI business. ASI members must use their own printing code. ASI members are responsible for attaining their own printing code from the ASI Office Manager.
- E) To ensure fairness and the integrity of the ASI General Election process, access to the ASI Office is limited during election season to comply with the Elections Committee Code of Procedures Policy 004.

No ASI member shall engage in any form of harassment. Student representatives shall report any formal complaint about sexual harassment to the CSU Los Angeles Office for Equity and Diversity. Also reference <http://www.calstatela.edu/univ/admfin/procedures/394/394interim.pdf>

Policy History:

- Approved: 05/15/14

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