



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Approved: 05/15/14

ADMINISTRATIVE MANUAL

A.S.I. ETHICS POLICY

POLICY 022

Introduction

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

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 A.S.I. 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.

2. Business Practices

Business activities must be conducted under the highest standards. Members must not take unfair advantage of CSLA 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 A.S.I.

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 A.S.I. transacts business, the member must recuse himself/herself from any negotiation, authorization, or approval of such transactions.

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

Members must not be employed outside the A.S.I. where the outside employment impairs their ability to conduct A.S.I. business because conflicts of interest and competing interests. Any

A.S.I. member who is found to have knowingly created or maintained such a conflict can be disciplined or removed. Members have an affirmatively duty to immediately notify A.S.I. of any known or potential conflict of interest.

4. Anti-discrimination Policy

A.S.I. policy prohibits discrimination based on race, color, religion, sex, marital status, age, national origin, physical or mental disability, medical condition, pregnancy, veteran status, sexual orientation, genetic information, gender identity, gender expression or any other reason unlawful under federal, state or local laws or regulations. Please see A.S.I. Equity and Diversity Policy 103.

Retaliation against anyone for exercising his or her rights under this Policy shall not be tolerated. Retaliation is taking adverse actions against someone *because* the individual has engaged in legally protected activities. Terminating or expelling an individual because the individual has complained of conduct raised under this Policy could be an example of retaliation. A.S.I. will not tolerate retaliation against individuals for cooperating with an investigation related to the individual's complaint or another individual's discrimination complaint. If A.S.I. determines that any individual has engaged in retaliation in violation of this policy, that individual may be subject to disciplinary action up to and including immediate termination of employment, or association with A.S.I.

5. Public Disclosures

If a member in the course of his or her duty is called to or willfully make public disclosures to any governmental agency or any form of press, under no circumstances can the member make statements that are untrue or omit or misstate material facts.

If public disclosures are made to the press, a member must insure that the statements are clear, factual, understandable and not misleading. Any intentional misrepresentation of or misstatements may result in immediate disciplinary action outlined in the A.S.I Personnel Policy 117 Discipline Policy and in the A.S.I. BOD Code of Procedures.

In no way does the above restrict a member's right to Blow the Whistle on State Government Fraud and Waste

The California Whistleblower Hotline gives you the opportunity to report the improper activities of state agencies or employees.

1. Call the Whistleblower Hotline

1 (800) 952-5665

2. Mail it to:

Investigations
Bureau of State Audits
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. CSULA Campus Internal Audit

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

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:

Mariel 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 A.S.I. confidential information. Members are expected to keep confidential information confidential even if not clearly marked.

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.

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 A.S.I. member shall engage in practices which contribute to a workplace or learning environment that is hostile, intimidating, or offensive.

8. Sexual Harassment

No A.S.I. 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) No phones should be used during meetings unless it pertains to the matter being discussed at the committee meeting.
- 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.

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 public spaces of the ASI office.
- B) ASI members must be courteous to ASI Property
- C) ASI members are responsible for cleaning up after themselves after using the ASI Office
- D) ASI members are only allowed to print with the office printer for ASI related work and must use their own printing code to do so. ASI members are responsible for attaining their own printing code from the ASI Office Manager

No A.S.I. 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>