



# Foundation, Inc.

UNIVERSITY OF CENTRAL FLORIDA

## Code of Ethics Policy

Policy# 1.03

Effective Date: 2/4/2022

Responsible Department: Human Resources

### 1. **PURPOSE**

To ensure the relationships with alumni, friends, faculty, staff, and community partners are upheld and charitable resources are managed with integrity and honesty.

### 2. **APPLICABILITY**

All Advancement employees or UCF employees acting on behalf of the UCFF.

### 3. **POLICY**

Any employee who performs duties in the interest of UCFF, including soliciting funds, has a duty to act professionally and ethically, as outlined generally below:

- Uphold the truth, honesty, and integrity in all personal and professional interactions;
- Protect the confidentiality and privacy of constituents;
- Adhere to all local, state, and federal laws;
- Fulfill fiduciary responsibility in accordance with donors' intentions;
- Avoid or report any conflict of interest, including those perceived;
- Aspire to transparency in accountability and financial reporting to constituents;
- Act in the best interest of the organization and not for personal gain; and
- Follow the policies and procedures of Advancement and the University.

### **RELATED DOCUMENTS**

UCF Policy 2-700.1 Reporting Misconduct and Protection from Retaliation University  
<https://policies.ucf.edu/documents/2-700.pdf>

UCF IntegrityLine is available 24 hours a day, 365 days a year, and is available at [www.ucfintegrityline.com](http://www.ucfintegrityline.com), or by calling [1-855-877-6049](tel:1-855-877-6049).

#### 4. CLARIFICATION

Requests for clarification of this policy should be sent to Director, Human Resources, President's Division.

*Rachel Schaefer* Signed: Thursday, March 7, 2024

Name: Rachel Schaefer

Title: Associate Vice President and Chief of Staff

#### **Revision History:**

Adoption Date:

12/07/2008

Revised: 11/27/2013

04/25/2017

02/04/2022

3/6/2024