

1. Statement of Commitment

Since 1956, research excellence has been a tradition at the University of Dayton Research Institute (UDRI) spanning more than 40 years. Since its inception, UDRI has had an uncompromising commitment to providing our customers with quality products while maintaining the highest moral and ethical standards.

UDRI is aware that compliance with applicable laws and regulations is an essential condition for performing our business. UDRI's commitment to compliance is based on providing a supportive environment, the integrity of our employees, and their support of the University's policies and applicable laws and regulations of the United States.

This Business Ethics and Integrity code applies to all University of Dayton (UD) employees and consultants who participate in sponsored research activities. This code provides a brief summary of the essential standards of business ethics and conduct that UD employees and consultants must follow.

UDRI will provide ethics training to UD employees on a periodic basis and will monitor all operations to ensure compliance.

UD employees and consultants are expected to conduct all business activities in a manner consistent with recognized ethical standards. Employees and consultants who represent UD will be fair, honest, and forthright in all relationships with customers, suppliers, and peers.

2. Guidelines

All UD employees and consultants are expected to observe a basic code of conduct in the workplace. They are encouraged to seek guidance from their immediate supervisor or an Ethics Committee member on any matter regarding ethical conduct. The basic code of conduct includes the following expectations:

- Business must be conducted in accordance with high ethical and moral standards.
- Employees and consultants must adhere to the spirit of the law and observe recognized standards of fair dealing and personal integrity.
- Employees must be dedicated and loyal to the University of Dayton and our country.
- Employees must be economical and ethical in using University and customer resources.
- Employees should neither condone nor approve any known illegal or unethical act for any reason, either willfully or through omission.

In addition, employees are expected to adhere to all established University of Dayton and UDRI policies on related topics. These policies are listed below and briefly summarized in the addendum to this code.

Affirmative Action and Equal Employment Opportunity Policy
Certification of Procurement Integrity
Confidentiality and Security of University Property
Conflict of Interest Policy for Government-Funded Programs
Employee Grievance Procedure
Employee Agreement
Environmental Safety, Hazardous Materials Management, and Risk Management
Intellectual Property and Procedures Policy
Misconduct in Research and Scholarship
Nepotism
Policy on Sexual Harassment
Policy on the Distribution or Sale of Materials and Solicitation of or by
Employees
Position Statement on a Drug-Free Workplace

3. Procedure for Reporting Suspected Violations

Any UD employee or consultant who reasonably suspects or has actual knowledge of an impropriety, criminal misconduct, or violation related to UDRI's Business Ethics and Integrity Code that has been committed by another University employee or consultant is duty-bound to report this information in a timely manner. The reporting employee or consultant should contact his or her immediate supervisor, the next level or supervision, or a member of the UDRI Business Ethics and Integrity Committee with the pertinent information. UD employees and consultants are expected to act in the best interest of the University by ensuring that suspected violations are reported at the earliest possible opportunity. The following confidential means of communication are available for reporting suspected violations:

To reach the Chair of the UDRI Business Ethics and Integrity Committee:

Call: UDRI Hotline at (937) 229-4848 (secure line)

Write: UDRI – Office of Contracts and Grants
ATTN: Chair, UDRI Business Ethics and Integrity Committee
300 College Park
Dayton, OH 45469-0104
FAX: (937) 229-2291

To reach the appropriate government officials:

Call: Defense Hotline toll-free at 800-424-9098

4. Procedure for Investigating Suspected Violations

UD employees and consultants should use good judgment and a sense of fairness when reporting a suspected violation of the UDRI Business Ethics and Integrity Code.

Those reporting suspected violation sand those suspected of a violation will be treated with dignity and respect. Those suspected of a violation will be presumed innocent until a fair hearing is conducted and a finding rendered.

All communications concerning a suspected violation and the identity of the reporting employee will be kept confidential to the extent possible.

Concerns will be seriously addressed and action will be taken. A reporting employee who has identified himself or herself will be informed of the action taken. If the suspected violation is not resolved immediately, the reporting employee will be informed as the investigation proceeds.

No retaliate will be taken against the employees who report suspected violations of UDRI's Business Ethics and Integrity code. Any employee in a position of authority who attempts to impede or delay an investigation will be subject to disciplinary action up to and including termination of employment.

5. Noncompliance

Anyone hose conduct is determine to have violated the UDRI Business Ethics and Integrity Code will be subject to disciplinary action up to and including termination of employment and may also be personally subject to other civil and criminal liabilities.