



Code of Ethics

Policy Information

Date Established: March 29, 2022

Date Last Updated:

Category: Student Association

The following code of ethics shall apply to all SA Officers, Senators, Employees, Volunteers, and Club Officers:

Gifts:

You may not receive a gift of more than nominal value if it could reasonably be assumed that the gift was meant to influence you in performing your duties. For example, a gift of more than nominal value from someone whose business comes before you.

Communications with Outside Agencies:

If a private association, firm or company is appearing or rendering services before University at Buffalo Student Association Inc. in connection with either the purchase, sale, rental or lease of goods or services or a contract or any loans, then you may not orally communicate about the merits of the matter with anyone at the outside agency concerned with the matter, except in the normal course of handling such matter.

Conflicts of Interest:

You may not have any interest or engage in any business or transaction or professional activity or incur any obligation of any nature which is in substantial or perceived potential conflict with the proper discharge of your duties.

Confidential Information:

You may not disclose confidential information or use it for your personal interests, except as may be required during your ordinary job duties.

Misuse of Office:

You may not use your official position to secure unwarranted privileges or exemptions for yourself or others.

Appearance of Impropriety:

You may not do anything that would give University officials, the student population or outside associates a reasonable basis to think that anyone can improperly influence you in your official duties by reason of rank, position, or influence.

Violation of Trust:

You must not raise suspicion that you are acting in violation of your public trust. You may not engage in any transaction as an agent for the Student Association with any business entity in which you have a financial interest that might tend to conflict with the proper discharge of your official duties. Instead, you must excuse yourself and ask someone else to do the task.

Investments:

You may not make investments (monetary or otherwise) in enterprises which might be directly involved in decisions to be made by you.

Moonlighting:

You may not take a job which would impair your official independence; for example, with a vendor seeking a contract which you must review or sign, or a company on which you can make a recommendation. If there is a conflict it is the responsibility of the employee to correct the situation immediately (within 14 days) or face a possible termination.

Honoraria:

You may not accept honoraria from outside parties related to work performed in your capacity as an SA employee or Club Officer without prior approval by the Student Association Senate. If the “donor” does business with the Student Association, you cannot accept such payments.

Political Contributions and Activities:

SA does not discriminate against anyone based upon their personal political beliefs. Employees are allowed to make political contributions and statements, and to participate in political activities, on their own time. However, an employee is not allowed to indicate or imply that they are acting as a representative of SA while engaging in outside political activities, nor is an employee allowed to engage in political activities while on SA time. An employee may not make decisions during their SA job performance based upon personal political beliefs nor use SA resources for the purpose of promoting those beliefs. Decisions with respect to clubs must be made in a manner consistent with principles of viewpoint neutrality.