



Business Ethics Policy Statement

1. PURPOSE:

Employees of the College will maintain the highest ethical standards in the conduct of College affairs. The intent of this policy is that each employee will conduct the College's business with integrity and comply with all applicable laws in a manner that excludes considerations of personal advantage or gain.

The following is a summary of the College's policy with respect to (1) gifts, favors, entertainment and payments given or received by College associates, (2) potential conflicts of interest and (3) related matters.

2. GENERAL POLICY APPLICATION

A. Gifts, Favors, and Payments by the College: Gifts, favors, and payments may be given to others at College expense, if they meet all of the following criteria:

1. They are consistent with accepted business practices;
2. They are of sufficiently limited value and in a form that will not be construed as a bribe or payoff;
3. They are not in violation of applicable law and generally accepted ethical standards; and
4. Public disclosure of the facts will not embarrass the College.
5. Payments, donations of value, commissions or other compensation to or for the benefit of associates of customers (or their family members or associates) not required by written contract are contrary to College policy.

B. Gifts, Favors, Entertainment and Payments Received by College Employees

1. Employees shall not seek or accept for themselves or others any gifts, favors, entertainment, payments without a legitimate business purpose nor shall they seek or accept personal loans (other than conventional loans at market rates from lending institutions) from any persons or business organizations that do or seek to do business with or is a competitor of the College. In the application of this policy:
 - a. Employees may accept for themselves and members of their families common courtesies usually associated with customary business practices. These include but are not limited to:
 - Lunch and/or dinner with vendors sometimes including spouses as long as the invitation is extended by the vendor.
 - Gifts of small value from vendors such as calendars, pens, pads, knives, etc.
 - Tickets to events (such as sports, arts, etc.) are acceptable if offered by the vendor and the vendor accompanies the employee to the event. These are not to be solicited by the College employee and must be approved by the appropriate College officer.
 - Overnight outings are acceptable under the condition that individuals from either other companies or the vendor are in attendance. The employee must have prior approval from the appropriate College officer.
 - The receipt of alcoholic beverages is discouraged.
 - Gifts of perishable items usually given during the holidays such as hams, cookies, nuts, etc., are acceptable.
 - b. A strict standard is expected with respect to gifts, services, discounts, entertainment or considerations of any kind from suppliers.
 - Day outings such as golf, fishing, skiing and hunting are acceptable with prior approval from the employee's immediate supervisor. The vendor must be in attendance and participation by the employee's family members is not acceptable.

- Use of vendor's facilities (vacation homes, etc.) by employees or families for personal use is prohibited. In the event the vendor is present for the duration of the visit such a situation is acceptable as long as it is only once per year and for limited duration, i.e. a long weekend. The employee must have prior approval from the employee's immediate supervisor.
- It is never permissible to accept a gift in cash or cash equivalent such as stocks or other forms of marketable securities of any amount.

2. Supervisory employees should not accept gifts from those under their management of more than limited value.

C. Conflicts of Interest

Employees should avoid any situation which involves, appears to involve or may involve a conflict between their personal interest and the interest of the College. As in all other facets of their duties, employees dealing with students, suppliers, contractors, competitors or any person doing or seeking to do business with the College are to act in the best interest of the College.

Each employee shall make prompt and full disclosure in writing to their immediate supervisor of any potential situation which may involve a conflict of interest. Such conflicts include:

1. Ownership by employee or by a member of their family of a significant interest in any outside enterprise which does or seeks to do business with or is a competitor of the College.
2. Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise which does or is seeking to do business with or is a competitor of the College. Exceptions to this can be approved by the Chief Executive Officer of Paul Smith's College.
3. Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving the College or its interests.
4. Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of the College.

D. Confidential Information:

The revelation or use of any confidential product information, data on decisions, plans, or any other information which might be contrary to the interest of the College without prior authorization, is prohibited. The misuse, unauthorized access to, or mishandling of confidential information, particularly personnel information, is strictly prohibited and will subject an employee to the Discipline Policy up to and including immediate discharge.

E. Compliance:

Any violation of this policy will subject the employee to administrative disciplinary action or immediate discharge. Any College employee having knowledge of any violation of the policy shall promptly report such violation to the appropriate level of management. Each vice president is responsible for compliance in his/her area of responsibility. When questions arise concerning any aspect of this policy, contact the Director of Human Resources.

Where an employee is accused of violating this policy, and the employee has relied in good faith on the advice of supervisors or College legal counsel, after full disclosure of the material facts, no disciplinary action may be taken against the employee under this Policy; and the College may, within the limits permitted by law, assist in the employee's defense.

I, _____, have received and read a copy of this Business Ethics Policy, understand all of its terms and agree to be bound by the provisions contained therein.

Signature

Date