

GTRI Code of Ethics

Overview

GTRI is committed to ethical conduct throughout our organization. GTRI employees are held to the highest standard of ethics and integrity in the performance of our organizational responsibilities. The GTRI Code of Ethics outlines these expectations, which are grounded in the Georgia Tech Code of Ethics, Georgia Tech Policies, and the University System of Georgia Ethics Policy.

Our Vision

To be the world's premier applied research and development organization.

Core Values

- Integrity
- Innovation
- Excellence

GTRI Ethics and Compliance Office

The GTRI Ethics and Compliance Office (ECO) underscores our commitment to ethical conduct and provides an organizational framework for compliance. ECO helps protect and maintain the reputations of GTRI, the Georgia Tech Applied Research Corporation, and Georgia Tech at large for ethics and integrity in business and research. ECO strives to promote a culture of compliance and ethical conduct throughout GTRI.

Expectations

1. Follow both the letter and the spirit of the laws, regulations, and policies that govern our work
2. Maintain a work environment where ethical considerations are paramount in strategic, operational, and everyday decisions.
3. Commit to doing what is right, good, and honorable. Ask yourself whether your action or decision will compromise the integrity and reputation of GTRI.
4. Contact the Ethics and Compliance Office if you are not sure what to do regarding a potential compliance issue or an ethical dilemma or to report misconduct. Use the

Georgia Tech Employee Hotline (1-866-294-5565 or [EthicsPoint](#)) if you want to inquire or report confidentially.

5. Lead by example. As leaders you can affect employee behavior through your words and conduct. Be aware that your actions could influence employees to act in a way that is contrary to our ethical standards, even if that is not your intent.
6. Cooperate in internal investigations; never destroy or alter documents or electronic records, lie to or mislead an investigator or obstruct the collection of information; notify the Office of Legal Affairs if you learn that a government agency or any third party is conducting an investigation or asking for information pertaining to a suspected violation of law.
7. Acknowledge and abide by the Georgia Tech Code of Ethics, Georgia Tech Policies, and the University System of Georgia Ethics Policy, which are excerpted and referenced below.

Georgia Tech Code of Ethics

The executive officers, faculty, staff, student employees, and affiliated individuals at the Georgia Institute of Technology are expected to abide by its policies and Code of Ethics, as well as any state, federal and, when applicable, international laws, in the performance of job-related duties. Specifically, we will:

1. Abstain from inappropriate activities that may affect the conscientious performance of our duties or that result in illicit personal gain.
2. Refuse to accept, for ourselves or our families, any favors, gifts, or privileges that might be construed by reasonable persons as influencing the performance of our assigned Institute duties.
3. Behave in a manner consistent with our institutional values.
4. Make no unauthorized commitments on behalf of the Institute.
5. Report violations of the Georgia Tech Code of Ethics through appropriate channels.

<http://www.president.gatech.edu/about-office/institute-ethics>

Georgia Tech Policy 5.1 Business Ethics

The list below suggests some of the types of activity that would reflect in a negative way on the employee's personal integrity or that would limit his or her ability to discharge job duties and responsibilities in an ethical manner:

1. Simultaneous employment by another business/organization, particularly if the other is a competitor.
2. Carrying on Institute business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
3. Holding a substantial interest in, or participating in the management of, a firm to which the Institute does business with or makes purchases.
4. Borrowing money from customers or firms, other than recognized loan institutions, from which our Institute buys services, materials, equipment, or supplies.
5. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the Institute.
7. Participating in civic or professional organization activities in a manner whereby confidential Institute information is divulged.
8. Misusing privileged information or revealing confidential data to outsiders.
9. Using one's position in the Institute or knowledge of its affairs for outside personal gains.
10. Engaging in practices or procedures that violate Board of Regents, Institute, or other state and federal laws regulating the conduct of the Institute.

REMEMBER: Employment by the Institute carries with it a responsibility to be constantly aware of the importance of ethical conduct. Employees must refrain from taking part in, or exerting influence in, any transaction in which their own interests may conflict with the best interests of the Institute.

<http://www.policylibrary.gatech.edu/employment/business-ethics>

University System of Georgia Ethics Policy

The USG is committed to the highest ethical and professional standards of conduct in pursuit of its mission to create a more educated Georgia. Accomplishing this mission demands integrity, good judgment and dedication to public service from all members of the USG community.

8.2.20.3 Statement of Core Values

Every member of the USG community is required to adhere to the USG Statement of Core Values – Integrity, Excellence, Accountability, and Respect – that form and guide the daily work of the organization.

Integrity – We will be honest, fair, impartial and unbiased in our dealings both with and on behalf of the USG.

Excellence – We will perform our duties to foster a culture of excellence and high quality in everything we do.

Accountability – We firmly believe that education in the form of scholarship, research, teaching, service and developing others is a public trust. We will live up to this trust through safeguarding our resources and being good stewards of the human, intellectual, physical and fiscal resources given to our care.

Respect – We recognize the inherent dignity and rights of every person, and we will do our utmost to fulfill our resulting responsibility to treat each person with fairness, compassion and decency.

8.2.20.5 Code of Conduct

1. Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service and grants administration.
2. Act as good stewards of the resources and information entrusted to our care.
3. Perform assigned duties and professional responsibilities in such a manner so as to further the USG mission.
4. Treat fellow employees, students and the public with dignity and respect.
5. Refrain from discriminating against, harassing or threatening others.
6. Comply with all applicable laws, rules, regulations and professional standards.
7. Respect the intellectual property rights of others.
8. Avoid improper political activities as defined in law and Board of Regents Policy.
9. Protect human health and safety and the environment in all USG operations and activities.
10. Report wrongdoing to the proper authorities; refrain from retaliating against those who do report violations; and cooperate fully with authorized investigations.
11. Disclose and avoid improper conflicts of interest.
12. Refrain from accepting any gift or thing of value in those instances prohibited by law or Board of Regents policy.
13. Not use our position or authority improperly to advance the interests of a friend or relative.

<http://www.usg.edu/audit/compliance/ethics/>