

Prepared by the Personnel Management Office.
This is a new Administrative Procedure.

July 1982

GENERAL

This Administrative Procedure was abolished on April 14, 1997 per Administrative Procedures Memorandum No. 97-4 signed by Senior Vice President for Administration Eugene S. Imai.

A9.020 CODE OF ETHICS

1. Purpose. To promulgate the State's Code of Ethics disclosure requirements that are stated in Chapter 84, Hawaii Revised Statutes.
2. Objective. To apprise officers and employees of the University of the State's standards of conduct (Code of Ethics) and to insure the applicable provisions are complied with.
3. Applicability. This instruction applies to members of the Board of Regents, officers and employees of the University.
4. Procedures.
 - a. The following persons are required to annually file a disclosure of financial interest with the State Ethics Commission between January 1 and April 30 of each year or within thirty calendar days of their appointment.
 - 1) Members of the Board of Regents and its Secretary, the President, Vice-Presidents, Chancellors and Provosts.
 - 2) Director of Procurement/Property Management, Assistance Director (PMO), Director of Finance.
 - 3) Fiscal Officers and others specifically identified and notified by the Ethics Commission.

Note: All disclosure statements shall be confidential except for those of the President, Vice-Presidents and Chancellors.
 - b. Financial disclosure forms may be obtained from the Ethics Commission and submitted directly to the same

office.

- c. Questions concerning who should be filing disclosure of financial interest statements should be directed to the Ethics Commission.
- d. For information on prior opinions of the Ethics Commission inquire within the University of Hawaii Hamilton Library.
- e. When personnel changes occur or when new positions are authorized, inquiries should be made with the liaison person assigned to the University Personnel Office.