I. POLICY STATEMENT

The following Code of Ethics has been adopted by Texas Southern University and shall be formally acknowledged and adhered to by all employees. As a responsible employee of Texas Southern University, I affirm my adherence to the following ethical guidelines:

1. I will regard University data on individuals and/or facilities and systems as confidential in nature, held in trust, and will protect and cause to be protected such data and systems against unauthorized disclosure and/or use.

2. I will hold confidential from persons not accorded access to privileged data any such data I receive by virtue of my position.

3. I will not permit private or personal dealings to corrupt or adversely influence the quality, quantity or integrity of advice or services provided as a function of University information systems.

4. I will include in my professional goals the successful and efficient operation of systems, automated or otherwise, as well as the safeguarding of resources, tangible or intangible.

5. I acknowledge that ownership of any invention (any product developed as a result of assignment or job-related duties) created while in the employment of Texas Southern University is governed by the University’s Intellectual Property Policy.

6. I will abide by the licensing agreements for software to which I have access, particularly with regard to the legal use of that software.

II. REVIEW AND RESPONSIBILITIES:

Responsible Party: Chief Information Officer

Review: Every 3 years, on or before January 1st
III. APPROVAL

[Signature]
Chief Operating Officer

[Signature]
President

06/24/09
Date of President’s Approval
Attachment A

Employee Acknowledgement

I understand that any willful misuse or destruction of data, software or hardware which has been made available to me in the performance of my job duties is a violation of state and University’s laws and policies. I further understand that any violation may result in disciplinary action being taken against me, up to and including termination of my employment.

I acknowledge this Code of Ethics and by my signature, affirm my intent to comply with the above-stated guidelines.

Employee Signature __________________________ Date ________________