

UCLA HEALTH SYSTEM CODE OF CONDUCT

III. FACULTY AND STAFF RESPONSIBILITIES

Staff and faculty of UCLA Medical Sciences have the responsibility to carry out their duties in a manner consistent with UCLA Medical Sciences' mission and values. Our policies and other guiding documents reflect these values and the principles described in the Code of Conduct Handbook.

In order to build, strengthen and assess the effectiveness of the organizational ethics of UCLA Medical Sciences, the organization is committed to supporting the work of existing bodies (such as each hospital's Ethics Committee) and to developing new structures that will integrate compliance ethical reasoning, decision-making and behavior with academic activities, patient care, and management. This commitment is further demonstrated through the development and implementation of policies needed to support the various aspects of an organizational ethics plan. A listing of current policies that help guide UCLA Medical Sciences employees is included in [Appendix A](#).

Fulfillment of UCLA Medical Sciences' commitment to certain standards in the conduct of its business is dependent upon the same commitment by all UCLA Medical Sciences employees. It is the responsibility, therefore, of every employee to:

1. Know and comply with the Code and the Program as they apply to his or her job;
2. Avoid involvement in illegal, unethical or otherwise improper acts;
3. Seek guidance from a responsible individual when confused or in doubt about his or her responsibilities;
4. Report any known violation of the Program (as described in Section IV below);
5. Assist UCLA Medical Sciences personnel and authorized outside personnel in investigating all allegations of violations; and
6. Take responsibility for his or her actions.

In addition, employees should be aware of the existing University of California "Whistleblower Policy" and "Whistleblower Protection Policy" which govern the reporting and investigation of allegations of suspected improper governmental activities and represent the University's implementing policies for the California Whistleblower Protection Act. (These policies replace the Business and Finance Bulletin G-29 as of October 2002). Employees are encouraged to use guidance provided by these policies for reporting all allegations of suspected improper governmental activities.

Although the standards included in the Code are intended to communicate policies that are comprehensive and easily understood, we realize that by their nature, some of these topics are complex. Thus, we encourage all University personnel to seek advice from a supervisor, a Compliance Director, the CCO or other UCLA Medical Sciences resource should they have any questions regarding any of the standards and/or their responsibilities under the Program (see [Appendix B](#) for list of Important Phone Numbers).