



## Boston University

### Continuous Improvement & Data Analytics (CIDA) Department

Code of Ethical Conduct and Confidentiality

Continuous Improvement & Data Analytics (CIDA) is a centralized function within Financial Affairs designed to add value and improve Financial Affairs and Boston University's reporting, analysis, operational, and strategic objectives. CIDA helps Financial Affairs and the University accomplish its objectives by bringing a systematic, data-driven, and disciplined approach to evaluate and improve the effectiveness of departments.

#### Principles & Rules

CIDA employees are expected to apply and uphold the following principles:

##### 1. Integrity

The integrity of CIDA employees establishes trust and thus provides the basis for reliance on their judgement. To maintain integrity, you must:

1. Be honest, diligent, and responsible.
2. Ensure legality in all that you do.
3. Respect and contribute to the University through your services.

##### 2. Objectivity

CIDA employees exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being reviewed. To maintain objectivity, you must:

1. Remain unbiased, and remove ourselves from any situation where that is not possible.
2. Maintain sound professional judgement.
3. Disclose any potential conflicts of interest.

##### 3. Confidentiality

CIDA Employees respect the value and ownership of information they receive and do not disclose information without appropriate authority unless there is a legal or professional obligation to do so. When handling confidential information, you must:

1. Ensure diligent protection and/or destruction of all confidential information.
2. Never use information for personal gain.
3. Do not abuse the access CIDA is given to data for objectives outside of your project work
4. Adhere to all laws as well as the ethical objectives of Boston University.

The fact that a particular conduct is not mentioned in CIDA's Code of Ethical Conduct and Confidentiality does not prevent it from being unacceptable or discreditable. The conduct of any member of the CIDA team is subject to review and, if appropriate, disciplinary action. For more information about Boston University's commitment to ethical behavior, please visit the University's Code of Ethical Conduct page, located at <http://www.bu.edu/policies/code-of-ethical-conduct-2/>.

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By signing below, I acknowledge that I have read and understand the above policy regarding acceptable conduct and confidentiality. I agree to adhere to these policies and to maintain complete confidentiality of any information obtained through my employment. I understand that failing to comply with this policy will result in disciplinary action.

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Name

Signature

Date