

**Wayne State University
Office of Internal Audit**

***Human Resources Professional Ethics
Tip Sheet***

Ethics can be defined as rules or standards governing the conduct of a person or members of a profession. The **Human Resources Division**, of Wayne State University, adheres to the University's policies and expectations pertaining ethical issues.

Human Resources Core Principles

- ✓ **Professional Responsibility**
- ✓ **Professional Development**
- ✓ **Ethical Leadership**
- ✓ **Fairness and Justice**
- ✓ **Conflicts of Interest**
- ✓ **Use of Information**

Unethical Behaviors

- . **Sexual Harassment**
- . **Bullying**
- . **Conflict of Interest**
- . **Nepotism**
- . **Embezzlement**
- . **Bribery**
- . **Extortion**
- . **Time Misuse**
- . **Stealing**
- . **Dishonesty**
- . **Deliberate Deception/
Fraud**
- . **Violence**
- . **Inappropriate Computer Use**
- . **Sexual Assault**
- . **Violation of Privacy Rules**
- . **Violation of Conscience**

Process for Making Ethical Decisions

- ✓ **Recognize an ethical issue**
- ✓ **Get the facts**
- ✓ **Evaluate alternative actions**
- ✓ **Do the *RIGHT* thing**
- ✓ **Act and reflect on the outcome**

REPORTING

**Human Resources
313-577-2017**

**Anonymous Tip Hotline
313-577-5138**

**Anonymous Tip Website
internalaudit.wayne.edu**

**Office of Equal Opportunity
313-577-2280**

**Labor Relations
313-577-2018**

**Public Safety
313-577-2222-emergency
313-577-6057-non emergency**

Management is doing things right; Leadership is doing the right thing.
-Peter F. Drucker

