

# UNIVERSITY OF IOWA COMMUNITY CREDIT UNION

## A CODE OF ETHICS

### *Overview*

The Code of Ethics (Code) is designed to promote a responsible and ethical work environment and applies to all University of Iowa Community Credit Union (UICCU) employees and directors.

### *Your Responsibilities*

You are responsible for abiding by and following the applicable laws, regulations and UICCU policies that relate to your job, including the Code, employment policies, operations policies, etc. Violations may result in corrective action up to and including termination of employment, recovery of damages and filing of criminal charges. However, most problems can easily be avoided by simply using good judgment and seeking guidance when questions arise. It is your responsibility to raise questions, make appropriate disclosures and bring potential problems to the UICCU's attention.

Questions to ask:

- Is this the right thing to do?
- Are you authorized to do this?
- Is this permitted under our Code of Ethics?
- Is this legal?

If the answer to any of these questions is “No”, you should discuss the situation with your supervisor, the Human Resources Department or the Internal Audit Department.

Supervisors are responsible for reviewing the Code with their employees and preventing, detecting and responding to compliance problems by:

- Leading with integrity;
- Encouraging employees to raise questions and concerns;
- Providing education and coaching to employees;
- Reviewing periodic compliance requirements with employees; and
- Taking prompt and effective action where necessary.

### *The Code:*

- To adhere to the Credit Union's core values in serving with truth, trust, mentoring, openness, risk taking, giving credit, integrity, caring and respect in carrying out the UICCU's mission and vision.
- To recognize and accept personal responsibility to build and maintain the credit union's good name and reputation.
- To maintain loyalty to the credit union and to pursue its objectives.
- To give earnest effort and best thought to the professional performance of all duties.

- To provide the highest level of service in a courteous and professional manner and treat all individuals fairly without regard to race, creed, color, sex, national origin, religion, age, veteran status, sexual orientation, gender identity, marital status, mental or physical disability, or any other characteristic protected by law.
- To never tolerate any form of discrimination or harassment, including sexual harassment.
- To maintain a drug and alcohol-free work environment.
- To take all reasonable precautions to ensure our safety as well as the safety and well-being of our membership.
- To preserve, protect, respect and value member and employee confidential information and to guard against inappropriate access and disclosure.
- To never use any information obtained in the performance of credit union duties as a means for personal gain or benefit.
- To never accept bribes, kickbacks, or other types of unusual payments from any organization or individual seeking to do business with, doing business with, or competing with the UICCU. You may accept gifts of nominal value as part of the normal business process if public knowledge of your acceptance would cause the UICCU no conceivable embarrassment. Even a nominal gift should not be accepted if it might appear to an observer that the gift would influence your business decisions.
- To not process or authorize transactions on your own accounts; accounts on which you are a joint owner, custodian or trustee; accounts belonging to a relative or life partner.
- To use credit union equipment, systems, software, facilities, and supplies only as authorized by the proper authority.
- To make all decisions and to act in the best interests of the Credit Union, and not for personal benefit. To avoid any actions that create – or appear to create - conflicts of interest.
- To never mislead, coerce, manipulate or fraudulently influence government examiners, internal or external auditors for the purpose of concealing information or making the audit report inaccurate.
- To clearly indicate, when engaging in political activity and making political contributions, that you are acting as an individual and not as a representative of the credit union, unless authorized to do so.
- To disclose to the appropriate officer of the credit union without fear of retaliation or retribution:
  - All potential conflicts of interest, including those due to a business or personal relationship with another employee, any member, business associate, or competitor of the credit union;
  - All fraudulent activity, dishonesty or corruption wherever discovered;
  - Evidence of violation of the laws, rules or regulations applicable to the credit union and the operation of its business, or a violation of this Code of Ethics.

**Revision Adopted by**  
**The Board of Directors of**  
**The University of Iowa Community Credit Union**  
**March 25<sup>th</sup>, 2008**