

The following is a compilation of the duties expected of faculty members at Kyushu University, and the ethical standards required to be maintained.

Strict rules

- (1) Staff must obey instructions given in a work context by superiors, maintain workplace order, be cooperative and undertake the tasks given as part of their job.
- (2) Staff must not, either inside or outside the workplace, do anything to damage the name or reputation of the University, or to harm its profitability or bring the name of the faculty members as a whole into disrepute.
- (3) Staff must not leak secret or personal information learned in the course of undertaking their duties.
- (4) Staff must separate their personal and public lives, and their workplace and position must not be used for personal gain.
- (5) Electioneering, other political activities and proselytizing may not be undertaken on University grounds.
- (6) No other action must be engaged in that prevents the maintenance of order within the University.

Staff ethics

(1) Prohibited conduct

- Staff must not receive gifts of money, other items or real estate from interested parties.
< Permitted > accepting advertising-related items and commemorative items that are being distributed widely).
- Staff must not accept loans of money from interested parties
- Staff must not accept loans of goods or real estate free of charge by interested parties or at their expense
- Staff must not accept services offered free of charge by interested parties or at their expense
- Staff must not accept unlisted stocks from interested parties.
- Staff must not accept hospitality from interested parties.
< Permitted > accepting simple food and drink from an interested party at a meeting attended in a work capacity, or eating a simple meal with an interested party in such a setting)
< Permitted > accepting food and drink at a party to which many people have been invited, or eating with others at such an event).
- Staff must not engage in leisure activities or golf with interested parties.
- Staff must not go on trips with interested parties

[Interested parties are defined as]

- 1) In any situation relating to a contract for sale, loan, credit or other business transaction, businesses/persons creating such contracts, applying for such contracts, or considering applying for such contracts (where such intention has been made clear).
- 2) In the administration of adverse dispositions, businesses/persons who are to be subject to an adverse disposition, or other designated persons

(2) Exceptions to prohibited conduct

The list of prohibited conduct in (1) above may be permitted providing the party in question is contacted within a personal relationship, and providing the member of staff and the interested party are not engaged in any activity that could lead to the suspicion or distrust of the populace in regard to their official business activities.

(3) Prohibited conduct involving persons other than interested parties

Staff may not accept levels of hospitality or profit from the assets of any business/person beyond what is commonly deemed to be acceptable, even if said business/person does not fall into the category of “ interested parties. ”

(4) Lectures at the request of an interested party, etc.

Staff must receive prior permission from the ethics auditor (President) before giving any lecture, etc., for remuneration, on the request of an interested party.

Definition of lecture, etc.: Lecture, study meeting or training, lesson that imparts knowledge, written article, or appearance on broadcast program (other than those approved as subsidiary businesses).

(5) Infringement of ethics regulations

In any case where a member of staff is thought to have infringed on the University ' s ethics regulations, an investigation will be implemented, and if the results of this investigation indicate that an infringement has taken place, the necessary measures will be strictly enforced.

(6) Standards of ethical behavior

Standards of ethical behavior have been defined for staff, etc. to refer to in order to ensure that they maintain the ethical levels required in the course of their work.

Want to know more

• General Regulations for Employment of National University Corporation Kyushu University • Ethics Rules of National University Corporation Kyushu University <https://www.kyushu-u.ac.jp/en/university/information/rule>

* Reference: Website of the National Public Service Ethics Board

https://www.jinji.go.jp/eng/policies/ethics_board.html

Contact

* Personnel affairs section of your department