

致理科技大學教職員倫理守則

Code of Ethics for Faculty and Staff of Chihlee University of Technology

103.11.27 103 學年度第 4 次行政會議通過

104.08.24 104 學年度第 1 次行政會議修正

- 1、 為使本校教職員執行職務，廉潔自持、公正無私及依法行政，並維持本校優良形象，特訂定本守則。

一: Purpose

These guidelines ensure faculty and staff perform their duties with integrity, impartiality, and following the law while maintaining the university's excellent reputation.

- 2、 教職員應依法公正執行職務，以本校及公共利益為依歸，不得假借職務上之權力、方法、機會圖本人或第三人不正當之利益。

二: Principles of Professional Conduct

Faculty and staff shall perform their duties impartially and following the law, with the interests of the university and the public as their primary considerations. They must not abuse their position, authority, or opportunities to seek improper benefits for themselves or third parties.

- 3、 教職員請勿收受與其職務有利害關係者餽贈財物。但有下列情形之一，且係偶發而無影響特定權利義務之虞時，得受贈之：

三: Acceptance of Gifts

Faculty and staff should not accept gifts or benefits from individuals or entities with vested interests in their duties. However, gifts may be accepted in the following circumstances, provided they are incidental and do not affect specific rights or obligations:

- (1) 屬一般禮儀。

1. Gifts are given as a matter of general etiquette.

- (2) 長官之獎勵、救助或慰問。

2. Rewards, assistance, or condolences from superiors.

- (3) 因訂婚、結婚、生育、喬遷、就職、陞遷異動、退休、辭職、離職及本人、配偶或直系親屬之傷病、死亡受贈之財物。

3. Gifts received due to personal milestones such as engagement, marriage, childbirth, housewarming, employment, promotions, retirement, resignation, departure, or due to the illness or death of the faculty/staff member, their spouse, or immediate family members.

- (4) 因校務發展所需。

4. Events related to the development of university affairs.

- 4、 教職員請勿參加與其職務有利害關係者之飲宴應酬。但有下列情形之 1

者，不在此限：

四: Banquets and Social Events

Faculty and staff should refrain from attending banquets or social events hosted by individuals or organizations with a vested interest in their duties. However, the following exceptions apply:

- (1) 因一般禮儀確有必要參加。
 1. Attendance is necessary due to general social etiquette.
- (2) 因民俗節慶公開舉辦之活動且邀請一般人參加。
 2. Public events are organized for traditional holidays or festivals, where general public participation is invited.:
- (3) 屬長官對屬員之獎勵、慰勞。
 3. Events hosted by superiors as rewards or for offering condolences to subordinates.
- (4) 因訂婚、結婚、生育、喬遷、就職、陞遷異動、退休、辭職、離職等所舉辦之活動。
 4. Events held for personal milestones such as engagement, marriage, childbirth, housewarming, employment, promotions, retirement, resignation, or departure.
- (5) 因校務發展所需。
 5. Events related to the development of university affairs.

5、教職員請勿涉足不當場所。

五: Inappropriate Venues

Faculty and staff should avoid associating with inappropriate venues.

6、教職員請勿請託關說或接受請託關說。

六: Requests for Favors or Lobbying:

Faculty and staff shall not make or accept requests for favors or engage in lobbying.

7、教職員除依教師聘約及本校相關規定外，不得兼任其他職務或執行業務。

七: Other Positions or Business Activities:

Faculty and staff shall not hold other positions or engage in business activities, except as stipulated by their employment contract and the University's relevant regulations.

8、各單位主管應加強對屬員之品德操守考核，發現有違常者，請立即反映處理。

八: Supervisory Responsibilities:

Unit supervisors should strengthen the evaluation of their subordinates' ethical conduct and promptly report any violations for appropriate handling.

9、教職員違反本守則經查證屬實者，依本校相關規定懲處；其涉及刑事責任者，移送司法機關辦理。

九: Violations and Penalties:

Faculty and staff found to have violated this Regulation will be penalized according to university regulations. The case will be referred to the judicial authorities for processing if the violation involves criminal liability.

10、 本守則未盡事宜，悉依相關法令規定辦理。

十: Unaddressed Issues:

Any matters not covered in this Regulation will be handled following relevant laws and regulations.

11、 本守則經行政會議通過，陳請校長核定後公告實施，修正時亦同。

十一: Implementation and Revisions:

This Regulation is effective upon approval by the Administrative Meeting and formal endorsement by the President. Any amendments will follow the same process for approval and announcement.