

Ethics and Confidentiality Commitment

By my signature below, I pledge to adhere to the following:

1. As a member of the extension board, I accept my responsibility, shared by my fellow board members, to protect the integrity of the institution, and that of all prospects and candidates for the position.
2. I acknowledge that only the chair of the extension board, the regional director or the local unit director is authorized to speak to the news media on behalf of the university and the search committee.
3. I certify that I am not a candidate for the position.
4. I agree to disclose promptly to the committee any appearance of real or potential conflict of interest in a relationship between myself and a prospect or candidate.
5. I acknowledge that **information management is a crucial component of the board's work in filling a vacant position**. Through this work, I will acquire access to a wide range of important and confidential information developed and received about prospects, candidates, and their employing institutions. Recognizing the treatment of such information gives rise to serious and potentially negative implications for all prospects and candidates, their current institutions, **K-State Extension, and Kansas State University's credibility**, I pledge my commitment to the following principles, subject to any and all legal rights and responsibilities:
 - I will respect the absolute confidentiality of all prospects and candidates. I will not reveal the identity or any other information about prospects and candidates before or after the board completes its work.
 - I will be fair, honest, and responsible in my management of information germane to the search.
 - I will guard against inaccuracies, carelessness, bias, and distortion made by either emphasis or omission of information.
 - I will strive to treat issues impartially and handle controversial subjects dispassionately.
 - I will give accurate and complete reports on candidates to the board, if called upon to make such reports.
6. I will place the best interests of the institution ahead of all special and personal interests, and I will, to the best of my ability, exercise common sense and good judgment in applying ethical principles to search work.
7. I acknowledge that I have completed the K-State Extension hiring module and will abide by all equal opportunity laws.
8. I consider the letter and spirit of this statement to be a matter of personal responsibility.

Signature

Date

Printed Name

☐ Board Member ☐ Staff