

UK Internal Audit Culture and Expectations

Mission Statement

To support UK in its pursuit of excellence by providing advisory assurance guidance to champion reasonable assurance in the achievement of management objectives.

PECK defines how we carry out this mission:

Professionalism – UKIA employees are expected to encourage and cultivate an atmosphere of teamwork and creative sharing. Handling conflict and exercising patience is everyone's responsibility. In your position, maintaining professionalism and most certainly your poise is mandatory. Each client encounter contributes to the reputation of UK IA and should represent a positive first impression. The reputation of UKIA is based in large part on your conduct (professionalism). How you conduct yourself as a representative of UK IA contributes to your success as well as the department's success.

Ethics – The UKIA charter is one of our seven governing documents by which we abide by as an auditing function. Internal Audit governs its activity based on The Institute of Internal Auditors' mandatory guidance including the Definition of Internal Auditing, the Code of Ethics and the International Standards for the Professional Practice of Internal Auditing. We also practice under the University of Kentucky's code of ethics as stated in Governing Regulation, Part XIV, Ethical Principles and Code of Conduct. The code of ethics requires that *“employee behavior be guided by core values which are integrity, excellence, mutual respect and human dignity, diversity and inclusion, academic freedom, personal and institutional responsibility and accountability, shared governance, a sense of community, work-like sensitivity, civic engagement and social responsibility.”* According to the code of ethics as stated in the International Professional Framework (IPPF), *“internal auditors must uphold the following principles of integrity, objectivity, confidentiality and competency. Integrity establishes trust so that clients can rely on auditor judgement. Objectivity is characterized by avoiding undue influence when forming judgements. Confidentiality requires that internal auditors not disclose information without appropriate authority unless required legally. Internal auditors must apply the required knowledge, skills, and experience in order to satisfy competency.”*

Communication – Constructive and positive communication with coworkers and customers is imperative. This includes all methods of communication: verbal (tone, word choice, etc.), nonverbal (body language, facial expressions), as well as all forms of interaction (in person, over the telephone, through email, etc.). Everyone's conduct must be reflective of appropriate professional behavior.

Knowledge – Knowledge transfer is a big component in our culture of Internal Audit. Our knowledge focus is the transfer of information that we acquire to each unit through audits and advisory services. In addition, what we learn in our daily work is shared in trainings throughout the year and at our Annual KY Colleges and Universities Auditors Meeting. The 1941 slogan for IIA stated, “Progress through Sharing.” The Institute of Internal Auditors states that *“internal auditors must possess the knowledge, skills, and other competencies needed to perform their responsibilities. Internal Auditors are encouraged to demonstrate their proficiency by obtaining*

appropriate professional certifications and qualifications such as the Certified Internal auditor designation and other designations. According to Standards, Internal auditors must maintain sufficient knowledge to evaluate the risk of fraud and to have sufficient knowledge of key information technology risks/controls and technology-based audit techniques to perform their assigned work.”