

BUSINESS CONDUCT AT THE UNIVERSITY OF CHICAGO

Welcome to the University of Chicago! You are joining other colleagues who strive to create the best possible environment for scholarly activity and to advance the University as one of the leading educational institutions in the world.

As you assume your new responsibilities, it is important that you become aware of the expectations for business conduct at the University that support the education and research mission of the University. As an employee, you are required to execute your responsibilities to the best of your ability and to treat others with respect, honesty, and civility. You are also expected to become familiar with and follow the University's policies and the laws, rules and regulations affecting the University. The University's policies can be found at adminet.uchicago.edu/index.shtml (click "Types of information," then "Policies").

If you encounter inappropriate actions such as noncompliance with applicable laws, regulations, or University policies; misappropriation of University assets; or accounting irregularities or fraud, please make the appropriate persons at the University aware so that the situation can be properly addressed. Discussion with your supervisor is the preferred method. However, the University maintains a full range of reporting options, including a telephone hotline that accepts anonymous reports. You are encouraged to report concerns through the normal lines of communication as illustrated on the opposite side. A guide can also be found at adminet.uchicago.edu/adminaud/internalaudit/inappropriate.shtml.



PROCESS FOR ADDRESSING INAPPROPRIATE ACTIVITIES

REVIEW APPLICABLE POLICIES

Is there a possible violation? If yes, seek department help. If you are not sure, contact the appropriate institutional resource for advice.*

1

SEEK DEPARTMENTAL HELP

Contact a supervisor or administrator in your department for advice on your concern. If further assistance is required, contact the head of your department.

2

CONTACT ORGANIZATIONAL EXECUTIVE

Seek assistance from their chair, dean, director, or divisional head. If your concern cannot be handled within the unit, seek institutional assistance.*

3

CONTACT INSTITUTIONAL RESOURCES

Contact the appropriate institutional resource for the further assistance.*

4

CALL THE WHISTLEBLOWER HOTLINE AT 1.800.971.4317

Call Hotline for suspected fraud or illegal activity that cannot be resolved through the previous channels. Reports may be anonymous.

5