

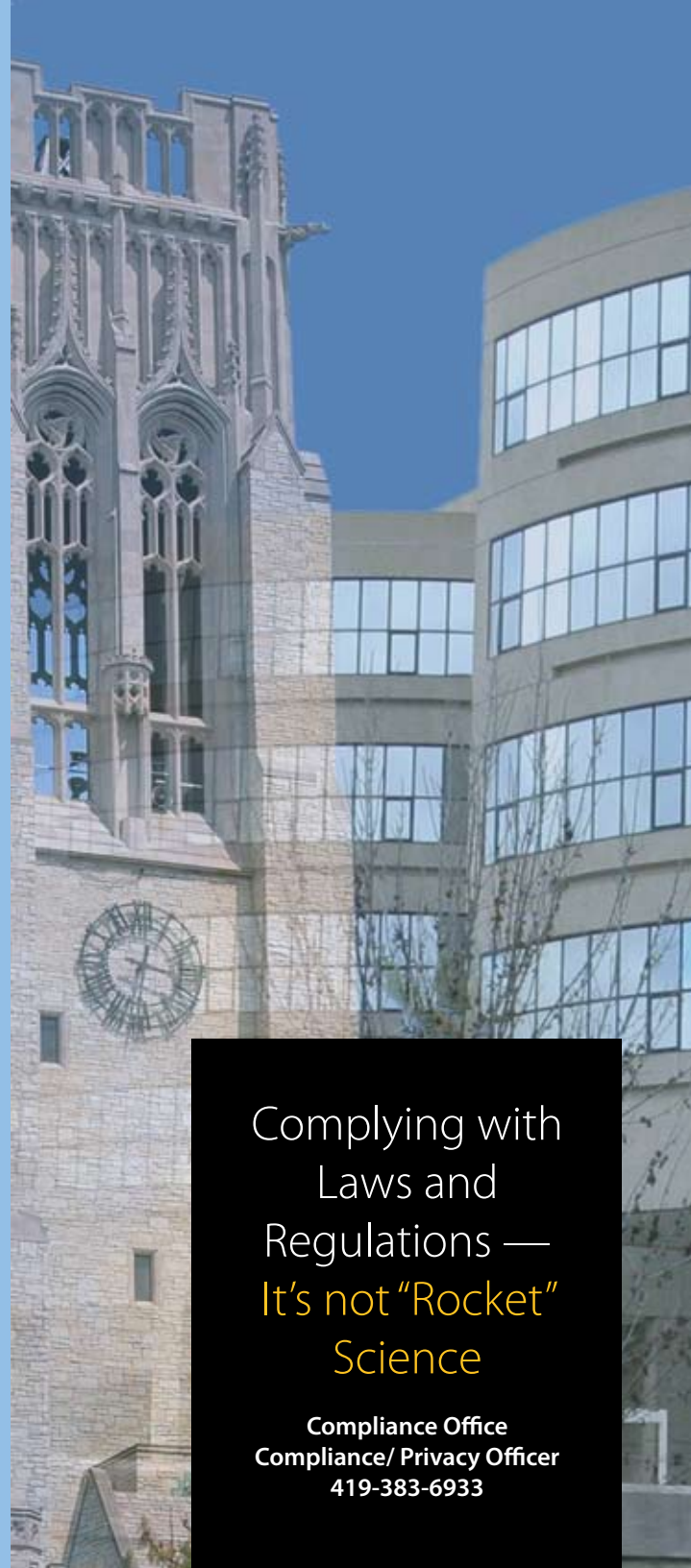
RESOURCES

- University's Standard of Conduct:
<http://hsc.utoledo.edu/research/mcopol.html>
- University policies:
<http://www.utoledo.edu/policy>
- Mediregs: www.utoledo.mediregs.com - Federal Register website containing laws and regulations and available to all University employees.
- Compliance/Privacy Officer: Lynn Hutt
419-383-6933, lynn.hutt@utoledo.edu
- Internal Audit: 419.530.8718
- Security Officer (Information and Technology):
419.530.3958
- Office of Institutional Diversity: 419.530.2508
- The Office of Strategy and Institutional Research:
http://institutional_research.utoledo.edu/
- Campus Police on UT's Health Science Campus:
419.383.3770
- Campus Police on UT's Main Campus:
419.530.2600
- Human Resources, UT Main Campus:
419.530.1470,
Human Resources, Health Science Campus:
419.383.3405
- **Ethics Point (Anonymous hotline to report unethical behavior):**
888.416.1308 or www.ethicspoint.com

EthicsPoint is NOT a 911 or Emergency Service:

If you require emergency assistance, please call 911.

This is not a 911 or Emergency Service.



Complying with
Laws and
Regulations —
It's not "Rocket"
Science

Compliance Office
Compliance/ Privacy Officer
419-383-6933

The University of Toledo has an ongoing commitment to ensure that its affairs are conducted in accordance with both applicable laws and regulations and University policies and practices. Because the laws and regulations that apply to our activities are extensive, complex and ever-changing, The University of Toledo has developed a Compliance Office and adopted a formal Compliance Plan to ensure those people associated with our University are aware of their obligations and rights and to address potential high risk areas of compliance concern. This Compliance Plan is located on the UT Web site under "Faculty/Staff."

The mission of The University of Toledo is to improve the human condition; to advance knowledge through excellence in learning, discovery and engagement; and to serve as a diverse, student-centered public metropolitan research university.

The core values are:

- I. Compassion, Professionalism and Respect
- II. Discovery, Learning and Communication
- III. Diversity, Integrity and Teamwork
- IV. Engagement, Outreach and Service
- V. Excellence, Focus and Innovation
- VI. Wellness, Healing and Safety

COMPLIANCE IS EVERYONE'S RESPONSIBILITY!

As faculty, staff, and students of The University of Toledo, it is your responsibility to conduct our activities with the highest standards of conduct in mind. This requires your personal commitment to become familiar with and comply with all relevant University policies and to obey applicable laws and regulations. In addition, we must strive to uphold the University's Mission Statement and core values.

WHAT ARE COMPLIANCE ISSUES?

Compliance issues relate to situations, activities and transactions that could potentially violate federal, state laws and regulations, or violate University policies and procedures. Examples include violations related to: accounting and finance, athletics, human resources, information technology, medical, research, Medicare/Medicaid or other matters against the law or University policy.

YOUR RESPONSIBILITIES AS A UNIVERSITY EMPLOYEE

- Conduct business in an ethical manner and according to the University's core values and standard of conduct.
- Report, in good faith, suspected violations of federal and state laws and University policy.
- Treat everyone, including patients, students and employees, with respect and dignity.
- Conduct your job in a manner that demonstrates commitment to compliance with all applicable laws, regulations, and University policies.
- Support the appropriate personnel during internal investigations.

WAYS TO REPORT A SUSPECTED VIOLATION:

- 1) Contact your supervisor
- 2) Contact the appropriate department, i.e., Office of Research, Athletic Compliance, Institutional Diversity, Human Resources, or Campus Police
- 3) Compliance issues: Compliance/Privacy Officer at 419.383.6933
- 4) HIPAA violation issues: 419.383.3920
- 5) Ethics Point anonymous hotline: 888.416.1308, or at www.ethicspoint.com

EMPLOYEE RIGHTS IN REPORTING A POSSIBLE VIOLATION:

All reports of compliance issues will be handled in strict confidence to the extent possible or permitted by law. Your inquiry can be made without fear of retribution. University policy prohibits any retaliation against individuals who report compliance issues in good faith. University policy prohibits reports made in bad faith or with malicious intent. Violations of either policy may result in disciplinary action.

HOW DO I DO THE RIGHT THING?

Each of us must use common sense and good judgment. No set of policies can address every decision or transaction we will face in our daily University activities. Ask yourself the following questions:

- Do the actions violate any law, regulation or University policy?
- Do the actions violate any requirement of an outside agency having supervision over University activities?
- Do the actions represent a threat to health or safety?

If you have a question about the right course of conduct, utilize the resources listed in this brochure.