

INTRODUCTION

PURPOSE

The purpose of the Employee Compliance and Ethics Guide ("Guide") is to emphasize the need for and the responsibility of all employees¹ of the University of Houston-Downtown to be aware of and perform their duties and responsibilities in compliance with all applicable:

- Federal and state laws,
- Local rules and regulations,
- Policies of the Board of Regents of the University of Houston System; and
- Policies and procedures of UHD.

Although this Guide addresses a number of specific laws, policies, rules and regulations, it is not intended to be a comprehensive list of legal and ethical standards. Rather, it provides UHD employees with information about the laws, policies, rules, and regulations that have a direct impact on the University and its operations. It is also an educational tool and information directory to train UHD employees regarding the conduct required of them in the workplace.

Throughout the Guide, applicable UH System and UHD policies are referenced to provide employees with more detailed information regarding specific rights and responsibilities. Generally, if you have further questions, please see your supervisor. Faculty may discuss issues with their Department Chair and/or Dean. The Institutional Compliance Officer and Compliance Committee members are also available to answer questions.

The UHD Compliance Officer is the key contact for updates to this Guide.

COMPLIANCE PROGRAM

The UHD Compliance Program reflects the commitment of the University of Houston-Downtown to maintain the highest ethical standards and to comply with all applicable laws, policies, rules and regulations. This program is part of a UH System-wide plan that focuses on all major compliance areas. Each UH System component institution has a Compliance Officer and a Compliance Committee responsible for the execution of the program. The UHD Compliance Officer is Mary Cook. The UHD Compliance Committee Members are listed in the section of this Guide entitled "[Compliance Committee Members](#)".

Compliance issues should be addressed through normal administrative channels. Alternatively, MySafeCampus, a confidential reporting system, has been established through the UH System for each of the component institutions as a way for employees to instantly and discreetly report instances of suspected non-compliance. Either log on to www.MySafeCampus.com or call toll-free 800-716-9007 to make a report 24 hours a day, 7 days a week.

¹ The term "employees of the University of Houston – Downtown" includes all officers, administrators, faculty, classified and non-classified staff, professional personnel, and student workers.