

## Some common examples of unethical, illegal, and irresponsible acts

- Destroying, altering or falsifying University records
- Accounting or auditing irregularities
- Information leaks
- Use or sale of illegal drugs
- Intellectual Property Infringement
- Creating or ignoring safety hazards
- Physical harm or harassment
- Conflicts of interest
- Misuse of University assets including theft, fraud, waste, and abuse
- Vandalism or sabotage
- Research Grant Misconduct
- Data Privacy Violations
- Violations of antitrust, environmental, or other governmental compliance regulations

Keep in mind, this is not intended to be a complete list. There may be other kinds of unethical or illegal behavior that can cause harm. If you are ever unsure, talk to your Manager.

# If you prefer to remain anonymous, call The Network.

The Network is an independent company that provides an anonymous reporting service for you to share your concerns 24 hours a day, 7 days a week. This service is not intended as a substitute for speaking directly with your immediate manager or supervisor. It is an option that is always available if you want to help, but prefer not to give your name.

**THE**  
**NETWORK**

**1-800-775-1056**

Toll-free • 24 hours a day • 7 days a week

Here's what happens when you call.

- 1.** You are greeted by a friendly Interviewer, who documents the situation with you in detail. You don't have to give your name, and your call is not recorded.
- 2.** The Interviewer assigns a report number to you and asks you to make one call back.
- 3.** The information is then relayed to your university's management to investigate your concern.
- 4.** Using the report number and scheduled call-back date given to you by the Interviewer, you call for the follow-up. You may be asked additional questions or asked to add any additional information at this time.

That's all it takes to speak up. In just a few minutes, you've done your part to make your University a better place to work.

Make **α** Difference.



You are the **solution** for maintaining a safe and secure workplace.

# Prevention starts with you.

Unethical, illegal, or irresponsible acts can cause serious loss or harm to a university, its employees, and its students. This is why it's everyone's responsibility to help prevent these activities. You make a difference!

## Those are the University's problems, why should I care?

Losses due to illegal, unethical, and irresponsible activities can affect all of us. We pay in many ways.



Our personal safety and security can be jeopardized.



The financial losses can mean fewer growth opportunities.



In severe cases, it can even result in the loss of jobs.

# What's my part?

There are two simple steps anyone can take to help.

## #1 Think!

Consider your own behavior first. If you have doubts about what to do in a certain situation, ask yourself:

- Is it illegal?
- Is it against the University's written standards of behavior or code of business conduct and ethics?
- Could it cause loss or harm to you, other employees, students, or the University?
- Would you feel uncomfortable if everyone knew what you did?

If you answer "yes" to any of these questions, don't do it!

If the answers still aren't clear, don't take chances. Talk it over with a manager or supervisor. It could be one of the most important discussions you ever have.

## #2 Speak Up!

Unfortunately, people don't always make the right decision. If you become aware of unethical, illegal, or irresponsible activity, don't ignore it.

- Drop a hint. Say something that expresses your awareness and concern. You can have a powerful influence on others. Reminding someone to think before acting may help prevent them from making a big mistake.
- Discuss it. If the situation doesn't improve or "dropping a hint" is not appropriate, don't keep it to yourself. Ignoring a problem only allows it to grow more costly and frustrating.

*If you ever have a concern or question regarding unethical, illegal, or irresponsible activity discuss it with the appropriate supervisor or manager.*



University of Idaho

