

**UNIVERSITY OF NORTH TEXAS**  
**OFFICE OF INSTITUTIONAL COMPLIANCE**  
**STANDARDS OF CONDUCT QUICK REFERENCE GUIDE**

## **The Office of Institutional Compliance**

The University of North Texas Office of Institutional Compliance's ("OIC") mission is to establish an Institutional Compliance program that reflects the University of North Texas' (UNT) commitment to ethical and lawful conduct at every level of the organization. The OIC assists UNT in adopting policies, procedures and practices that prevent and detect violations of the law and policy; and in promoting a culture that encourages all faculty, staff and students to conduct themselves lawfully, honestly and with integrity, and that prohibits retaliation against individuals who make good faith reports of suspected wrongdoing.

Faculty and staff are encouraged to contact the [Office of Institutional Compliance](#) for information or guidance concerning individual and institutional compliance matters, or to report suspected wrongdoing or violations of policies and laws.

## **Compliance at Every Level of the Organization**

Compliance starts with YOU! Compliance at the individual level is as simple as knowing and doing what is right when conducting official university business. Every faculty and staff member can contribute to UNT's legacy of excellence by:

- Adhering to **High Ethical Standards** in performing job duties;
- Putting forth best efforts in **Serving** the citizens of Texas and students who have come from across the State, the nation, and the world;
- **Complying** with all policies and regulatory requirements related to individual job responsibilities;
- **Seeking Assistance** from knowledgeable UNT authorities as necessary to carry out job duties; and,
- **Reporting** suspected wrongdoing or activity that appears to be unlawful.

At the university level, compliance means applying the highest standards of ethics and compliance when conducting UNT business. Individuals in management or leadership roles contribute to institutional compliance by making the following commitments:

- Creating a **Climate of Compliance** that promotes the highest standards of ethical behavior and compliance;
- **Modeling** ethical, professional and compliant conduct;
- Ensuring that employees receive the compliance **Training** their job duties require;
- Encouraging the **Reporting** of suspected unethical or unlawful behavior and **Protecting** employees who make reports against retaliation; and
- **Incentivizing** employees to comply with policies and laws.

## **Knowing and Doing the Right Thing**

Doing what is right when conducting official UNT business requires faculty and staff to follow various UNT System Regents Rules, UNT policies, and federal and state laws. This brochure provides information, although not exhaustive, that will enhance individual and organizational compliance.

## Workplace Conduct

### Fraud

All funds received by UNT are to be used in advancement of the university's mission. Compliance means using funds for their official and designated purposes, keeping accurate financial records and not wasting or abusing university funds. Use of university funds for any personal purpose, including using a purchasing card, is strictly prohibited. *Report suspected fraud, waste or abuse to:*

- [UNT System Internal Audit](#)
- [Texas State Auditor's Office Hotline](#) or 1-800-TX-AUDIT (892-8348)

### Sexual Violence

Any individual who believes she or he is a victim of sexual violence, which includes sexual assault, sexual harassment and sexual coercion, may contact any of the following offices:

- UNT Police (940) 565-3000
- Dean of Students (940) 565-2648 or 2039
- Equity and Diversity (Title IX Coordinator) (940) 565-2711

### Protecting Minors on Campus and Reporting of Suspected Child Abuse and Neglect

A faculty or staff who suspects that a child's physical or mental health or welfare has been or will be adversely affected by abuse or neglect must immediately report this suspicion to:

- Any local or state law enforcement agency, including the UNT police; or
- The Department of Family and Protective Services.

A professional employee who suspects a child has been or may be abused or neglected, or that a child is the victim of indecency must make a report no later than 48 hours after he or she first suspects the abuse, neglect or indecency. Refer to UNT Policy 1.2.20 Reporting of Child Abuse and Neglect for more information about protecting minors on campus,

### Conflict of Interest Involving Research

Faculty or staff conducting or proposing to engage in sponsored research must disclose any significant financial interests, which may be affected by the outcome of the research; and may have to disclose significant financial interests related to the individual's institutional responsibilities. UNT's conflict of interest policy for sponsored projects sets out the procedure for disclosing and addressing potential conflicts of interest. Refer to [UNT Policy 16.12.33 \(Conflict of Interest Policy for Sponsored Projects\)](#) or the [Office of Research and Economic Development](#).

## Dual Employment and Outside Activities

Any employment or services performed outside of a faculty or staff member's job at UNT, either paid or unpaid, must not interfere or conflict with his or her university job responsibilities at UNT. All UNT employees must receive permission, in writing, from the head of her or his department before engaging in outside employment or other activities. For more information and to obtain the dual employment and outside activities form, go to [UNT Policy 1.2.2](#) (Dual Employment and Other Activities) or the [UNT Human Resources Department](#) webpage.

## Personal Gifts

Faculty and staff may not ask for or accept a gift that might influence or appear to influence his or her work-related decisions, or accept gifts as a token of appreciation that has a value over \$50.00. Individuals should read the [UNT Ethics Policy](#) (Policy 1.2.9) for additional information about ethical conduct related to gifts and honoraria, including exceptions to the prohibition against receiving gifts valued at less than \$50.00 or situations that do not allow acceptance of a gift at all. Faculty and staff also may contact the [Office of General Counsel](#) with questions concerning gifts.

## Use of University Property

[UNT Policy 3.10 \(Computer Use Policy\)](#) allows incidental personal use of computer resources by employees. However, the same policy indicates that use of University computer resources for personal financial gain or a personal commercial purpose constitutes misuse of UNT's computer resources and are strictly prohibited for all users.

## Political Activities

### Participation

Faculty and staff are encouraged to exercise their constitutional right to vote and to express their opinions regarding political candidates and issues. However, individuals may not engage in political activity while on state time or use state resources when exercising these rights. In addition, individuals may not exercise these rights in any manner that suggests UNT endorses a cause or a candidate. Employees also are prohibited from using their official position or influence, and from permitting a UNT program to be used to interfere with or affect the result of an election or nomination of a candidate or for any other political purpose.

### Public Office

UNT faculty and staff who run for any public office, other than local offices for which no emolument of any kind is received, must resign unconditionally from employment prior to announcing their candidacy. Employees may run for election and serve as members of the governing bodies of school districts, cities, towns, or other local governing districts, provided they do not receive a salary for such service, and such service does not conflict with the individual's job duties for UNT. Contact the UNT System [Office of General Counsel](#) at (940) 565-2717 regarding questions about political activities.

## Electronic Information Security

Individuals who suspect that a security violation has occurred should immediately contact their Information Technology (IT) help desk. If confidential or sensitive data is associated with any computer involved in a suspected IT security breach, please call Information Security immediately at **940-369-7800**; and refrain from accessing or using the computer in question. Taking these actions will preserve the integrity of the data, which will help the Information Security team find the suspected security breach.

## Reporting Suspected Wrongdoing and Policy Violations

### Reporting Obligations

All faculty and staff are expected to conduct themselves in an ethical, honest and lawful manner. Preventing and detecting criminal conduct is critical to achieving these goals. UNT expects and encourages all employees, students, and individuals authorized to act on behalf of the university to report suspected wrongdoing.

Employees and individuals authorized to act on behalf of UNT are required to promptly report suspected wrongdoing of any kind, including but not limited to illegal or fraudulent activity, conflicts of interest, financial misstatements, accounting irregularities, and violations of other laws, Regents Rules, System Regulations, or UNT policies. The requirement to report suspected wrongdoing is in addition to and does not replace reporting requirements under federal or state laws. Faculty and staff are responsible for understanding all aspects of the [UNT Reporting Suspected Wrongdoing](#) policy (UNT Policy 1.2.19).

### Reporting of Suspected Violations

Individuals may report suspected wrongdoing and violations of policies anonymously and confidentially through the UNT web-based Compliance Hotline at: <http://compliance.untsystem.edu/hotline>. Suspected violations also can be reported by telephone by using the Compliance Telephone Hotline at **(940) 565-4351** or in person by visiting the Office of Institutional Compliance in **Building P, Mean Green Village**. The telephone hotline and in-person options do not offer anonymous reporting; but the identity of the individual making the report is confidential under state law.

### Protection Against Retaliation

UNT strictly prohibits all adverse action against an individual because she or he reported suspected wrongdoing or violations of policy in good faith; sought guidance from the Office of Institutional Compliance; or assisted in an authorized investigation of suspected wrongdoing or violation of policy.