

COMPLIANCE AND ETHICS HELPLINE

1-855-350-9396

What is the University's Compliance and Ethics Helpline?

The *Compliance and Ethics Helpline* is a mechanism for reporting potential violations of laws, regulations, or University policies. The *Helpline* is administered by an outside company (not the University). The telephone reporting line is available 24 hours a day, 7 days a week, toll free. You may remain **anonymous** if you wish. An online portal is coming soon. The *Helpline* is not a complaint line. Matters that do not involve violations of law or policy should be addressed through normal administrative channels.

Why does the University have the Compliance and Ethics Helpline?

In support of its mission and core values, the University is committed to conducting its activities with the highest integrity and ethical standards, in compliance with all applicable laws and regulations, and in accordance with all University policies. The *Helpline* is an integral part of the University's [Compliance and Ethics Program](#), and enables the University to correct potential compliance deficiencies and thereby support its mission and values.

What should I report through the Compliance and Ethics Helpline?

You should report any concerns you have regarding potential violations of laws, regulations or University policies. You also may simply ask for guidance. The following is a list of a few areas that are highly regulated and where compliance issues may arise:

| | |
|---|---------------------------------|
| Conflicts of interest | Gift or grant administration |
| Environmental or occupational safety | Information security or privacy |
| Equal opportunity, discrimination or harassment | NCAA/Athletics |
| Fraud, theft or other financial irregularities | Research |

Report immediate threats to safety or security first to the Department of Public Safety (202-319-5111) or to local emergency responders (911), then through the *Helpline*.

What if I don't have all the facts, or I'm unsure if there has been a violation of law or policy?

If you are concerned, don't let it go! Even if you are unsure about the facts or whether a violation of law or policy has occurred, you should still report your concerns. All good faith reports, regardless of whether they are substantiated, may be made free from fear of retribution per the University's [Non-retaliation Policy](#).

What happens when I contact the Compliance and Ethics Helpline?

Telephone reports will be received by a representative from the outside company that administers the *Helpline*. At the conclusion of the call the representative will inform you how to follow up for the status of your report. The representative then will forward your report to the University's Compliance Officer for review. Once the online portal is active, such reports will be forwarded to the Compliance Officer automatically via the portal. The status of your report can be obtained by calling the *Helpline* or visiting the portal and providing a unique password known only to you.

What if I have further questions about the Compliance and Ethics Helpline?

If you have questions about the *Helpline*, about the University's [Compliance and Ethics Program](#), or about following the right course of action with respect to University policies, please contact Vin Lacovara, University Compliance Officer, at (202) 319-6735 or lacovara@cua.edu.