

Standards of Conduct Guide for Employees



The University of Texas at Arlington

May 2021

TABLE OF CONTENTS

| | |
|--|----|
| PURPOSE..... | 3 |
| ETHICAL STANDARDS | 3 |
| UNIVERSITY COMPLIANCE PROGRAM..... | 3 |
| OFFICIAL REQUESTS FOR INFORMATION..... | 4 |
| RECORDS AND INFORMATION..... | 4 |
| WORKPLACE CONDUCT AND EMPLOYMENT REQUIREMENTS | 5 |
| TIME REPORTS | 6 |
| OVERTIME | 7 |
| CRIMINAL BACKGROUND CHECKS..... | 7 |
| Self Reporting | 8 |
| HEALTH AND SAFETY..... | 8 |
| TOBACCO-FREE CAMPUS POLICY | 9 |
| PREVENTION OF ALCOHOL AND OTHER DRUG ABUSE POLICY | 9 |
| RESEARCH MISCONDUCT | 10 |
| PHOTOCOPYING OF COPYRIGHTED ACTIVITY..... | 10 |
| INTELLECTUAL PROPERTY | 10 |
| CONFLICT OF INTEREST, CONFLICTS OF COMMITMENT AND OUTSIDE ACTIVITIES..... | 11 |
| USE OF UTA AND STATE OF TEXAS RESOURCES | 12 |
| POLITICAL ACTIVITIES AND CONTRIBUTIONS | 13 |
| GIFTS AND GRATUITIES..... | 14 |
| Gifts Made to Influence Decisions | 14 |
| Honoraria | 14 |
| REPORTING SUSPECTED NON-COMPLIANCE | 14 |
| PROTECTION FROM RETALIATION FOR REPORTING SUSPECTED WRONGDOING | 15 |
| CONTACTS | 16 |

PURPOSE

As a comprehensive research, teaching, and public service institution whose mission is the advancement of knowledge and the pursuit of excellence, The University of Texas at Arlington (UTA) is committed to the highest ethical standards of conduct and integrity. Employees are expected to be aware of and to perform their duties and responsibilities in compliance with applicable provisions of federal and state laws; the *Rules and Regulations* of the Board of Regents of the UT System; and the policies and procedures of UTA. These Standards are an outline of various laws, policies, rules and regulations that govern the conduct of employees of UTA. Although the Standards address a number of specific laws, policies, rules and regulations, it is not intended to be a comprehensive list of legal and ethical standards. Additionally, it represents an educational tool and information source to be used by UTA's Compliance Program for training employees regarding the conduct required of them. Employees who violate these Standards may be subject to discipline, including up to termination.

ETHICAL STANDARDS

Ethical behavior is expected of all employees, volunteers, contractors and agents of UTA. Management personnel at every level are expected to set an ethical "tone at the top" and to be role models for ethical behavior in their departments. Managers should create a departmental culture that promotes the highest standards of ethics and encourages the department to report unethical behavior or incidents of non-compliance with applicable laws, policies, rules or regulations. Each employee has a personal obligation to report any activity that appears to violate such laws, policies, rules, and regulations.

UT System has defined certain ethical standards that apply to UT System and UTA employees and can be located at: [Board of Regents Rule 30103, Standards of Conduct](#) and [System-wide Compliance, Ethics Web-Page](#).

UNIVERSITY COMPLIANCE PROGRAM

UTA's Compliance Program reflects the commitment of UTA in maintaining the highest ethical standards and complying with all applicable laws, policies, rules and regulations.

The Executive Director of Compliance Services is UTA's Compliance Officer. The University's Chief Legal Officer is UTA's Ethics Officer. The Compliance, Accountability, Risk and Ethics Committee provides executive level oversight for the compliance program.

For more information about the UTA's compliance program, contact University Compliance Services at 817-272-2080, or visit www.uta.edu/compliance.

OFFICIAL REQUESTS FOR INFORMATION

UTA is expected to cooperate in government investigations of UTA and its employees with due consideration given to their respective legal rights. If a subpoena, other legal document, request for information under the Texas Public Information Act or inquiry from an external governmental agency is received by an employee of the University, whether at home or in the workplace, such employee is obligated to notify his/her supervisor immediately and the Chief Legal Officer. If an employee is contacted at home by an external governmental agent or attorney concerning UTA business, the employee should request that the agent make such contact at work the next business day, and then immediately contact his or her supervisor and the Chief Legal Officer. For more information about requesting records, contact the Office of Legal Affairs at 817-272-2142, or visit <https://www.uta.edu/legalaffairs/public-records/index.php>.

Media Relations acts as the media liaison for UTA. They are the first point of contact for breaking news and crisis/emergency communications. Media Relations also responds to media requests for information, faculty experts and access to UTA facilities. If you are contacted directly by the news media regarding University business, you must refer the inquiry to the University's spokesperson (Senior Associate Vice President for Institutional Advancement and Chief Communications Officer). For more information regarding media relations, contact Media Relations at 817-272-2761, or visit <https://www.uta.edu/news/contact/>.

RECORDS AND INFORMATION

Accuracy of Records: UTA employees are required to maintain the integrity and accuracy of business documents and records for which they are responsible. No employee may alter any university record with the exception of authorized personnel acting in the course of their respective job duties. The deliberate falsification of any university record is a violation of Texas State law and Penal Code Section 37.10 Tampering with Government Record.

Retention and Disposal of Records: UTA Records Management helps to ensure that the creation, storage and disposition of all UTA records are carried out as mandated by the Texas State Library and Archives Commission, The Texas State Agency Records Retention Schedule and other applicable state retention schedules, Texas Government Code Chapter 441, Subchapter L, and Texas Administrative Code, Title 13, Chapter 6, Section 6.10.

Caution: As mandated by the Texas State Library and Archives Commission, a University record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review or other action involving the record is initiated. Its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

Confidential Information: Unless specifically exempted from or made confidential under the Texas Public Information Act, all documents generated in the regular course of business by UTA are available to the public under the terms and conditions of the Texas Public Information Act. Written requests for documents under the Texas Public Information Act should be handled pursuant to UTA's Public Information Policy.

Confidentiality of Social Security Numbers (SSNs): As detailed in UT System Information Resource Use and Security Policy UTS165, UTA employees will protect the confidential nature of SSNs without creating unjustified obstacles to the conduct of UTA business. UTS165 provides requirements to assure compliance with federal and state laws governing privacy and the use of SSNs in any medium, including paper records that are collected, maintained, used or disclosed by UTA.

Family Educational Rights and Privacy Act (FERPA): Employees will maintain the confidentiality of student educational records in accordance with FERPA and UTA's Education Records Policy. For more information about FERPA, visit <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Additional information may be found at:

[UT Arlington Records Retention Schedule](#)
[Information Security Office, Data Classification Standard](#)
[Policy GA-LA-PO-02 Records Management and Retention](#)
[Policy GA-LA-PO-03 Educational Records \(FERPA\)](#)
[UTS 115 Records and Information Management](#)
[UTS 139 Compliance with the Texas Public Information Act](#)

WORKPLACE CONDUCT AND EMPLOYMENT REQUIREMENTS

Consensual Relationships: Consensual relationships in which one party in a position of direct authority or indirect authority over another with whom he or she has a consensual relationship is considered to be a conflict of interest. Therefore, a consensual relationship between an instructor and a student or between a supervisor and a supervisee is prohibited unless the relationship has been disclosed and any conflict mitigated in accordance with UTA Policy 5-511 Consensual Relationships. This policy is not meant to discourage interaction between faculty and students or supervisors and subordinates, where it is appropriate and ethical; however, it is intended to clarify that such relationships can create situations that lead to sexual harassment complaints, conflicts of interest,

favoritism and low morale. Consensual relationships between a coach/athletic staff and a student are also strictly prohibited.

Fraud: The prevention of fraud and abuse and the minimization of waste is the responsibility of all employees of UTA. Suspected misuse, misappropriation, and other fiscal irregularities will be investigated in accordance with UT System and UTA policies.

Sexual Harassment and Sexual Misconduct: UTA is committed to the principle that the learning and working environment should be free from sexual harassment and other inappropriate conduct of a sexual nature. Sexual harassment is a form of sex discrimination and is illegal. Both sexual harassment and sexual misconduct are unprofessional behaviors and are condemned by the University.

Title IX: In accordance with Title IX of the Education Amendments of 1972, UTA does not discriminate on the basis of sex in the operation of its educational programs and activities. This commitment to non-discrimination applies to both employment in and admission to such programs and activities. Title IX also applies to issues of program equity such as in athletics and also to sexual harassment and sexual assault.

For more information about Workplace Conduct and Employment requirements, contact Human Resources at 817-272-5554, or refer to the following:

[Policy EI-PO-01 Dishonest Fraudulent Activities](#)

[Policy EI-PO-06 Consensual Relationships](#)

[Policy EI-PO-08 Sexual Misconduct](#)

TIME REPORTS

All nonexempt employees, both hourly and salaried, must complete monthly/semi-monthly time sheets in UT Share. Time sheets must accurately reflect total number of hours worked and the total number of hours absent from work during any given workweek. Each time sheet must be submitted by the employee and approved by his/her supervisor. All submitted time will be keyed into UT Share by a department timekeeper. Since time records are official documents and are subject to review by Federal and State authorities, accuracy and completeness are essential.

Each employee who does not complete a time card shall complete a monthly Exempt Time Record. The department shall use this Exempt Time Record to enter information in UT Share.

For more information, see [Procedure BF-P-PR-02 Time Reports](#).

OVERTIME

Prior approval must be obtained from the employee's immediate supervisor and/or department head before overtime may be worked. Permitting overtime to be worked is the same as ordering or authorizing it. The University whenever possible, will compensate employees for approved overtime by using compensatory time off. When allowing compensatory time is impractical, the overtime hours will be paid one and one-half times the regular rate of pay.

No employee may accrue state compensatory time for work performed at any location other than the employee's regular place of employment or duty point. For state compensatory time purposes, the employee's personal residence may not be considered to be their regular place of employment or duty point.

Employees are not allowed to carry a negative compensatory balance.

A department head or supervisor may ask for volunteers when overtime hours are necessary or require employees to work overtime, including weekends and holidays to meet UTA business needs. An employee who refuses to work the required hours may be subject to disciplinary action.

For more information regarding Overtime and related compensation, call the Office of Human Resources at 817-272-5554, or refer to the following:

[Procedure HR-E-PR-04 Fair Labor Standards Act](#)

[Policy HR-E-PO-14 Overtime](#)

[Procedure HR-E-PR-28 Overtime](#)

[Procedure HR-LA-PR-10 Employee Leave of Absence Without Pay](#)

CRIMINAL BACKGROUND CHECKS

UTA is committed to promoting the safety and security of personnel and UTA property consistent with the requirements of the law. To that end, UTA requires that a criminal background check be performed for employees, for volunteers and interns, and contractors who are assigned to perform work on UTA owned or controlled property. Exceptions to this requirement must be approved by the Chief Legal Officer or Chief Human Resources Officer.

Self Reporting:

- A. **Applicants for Employment:** Applicants must report in writing to the hiring manager any criminal complaint, information, indictment, no contest plea, deferred adjudication, or convictions, excluding traffic offenses punishable only by a fine, occurring after the date of application within five business days.
- B. **Current Employees:** UTA employees are required to report to their department head in writing, within five business days, any criminal complaint, information, indictment, no contest plea, guilty plea, deferred adjudication, or criminal conviction, excluding those for misdemeanor offenses punishable only by fine. Failure to do so is a violation of policy and may lead to disciplinary action as appropriate.
- C. **Department Head Obligation:** The UTA department head receiving a self-report as required under this section must provide the information to the Vice President of Human Resources and UTA's Chief of Police and consult with these offices about the individual's sustainability for the position. In the case of a faculty member, the department head should advise the Chief Human Resources Officer, UTA's Police Chief, and the Provost.

UTA employees are required to follow and comply with all federal, state and municipal laws, regulations and ordinances. For more information regarding [Policy HR-E-PO-01 Criminal Background Check Policy](#).

HEALTH AND SAFETY

Workplace Health and Safety and Protection of the Environment: all UTA employees must perform their duties in compliance with all applicable university policies, federal, state and local laws and standards relating to the environment and protection of worker health and safety. Each employee must become familiar with and understand how these laws, standards, and policies apply to his/her specific job responsibilities and seek advice from his/her supervisor or the Environmental Health and Safety Office (EH&S), as needed. Each employee is responsible for advising the employee's supervisor or EH&S of any serious workplace injury or any situation presenting a danger of injury so that timely corrective action may be taken.

TOBACCO-FREE CAMPUS POLICY

The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes and other tobacco products) by students, faculty, staff, and visitors are prohibited on all UTA properties.

The use of tobacco products is prohibited in all interior spaces on UTA campuses; on all outside property or grounds of UTA campus including partially enclosed areas such as walkways, breezeways, and bus shelters (“campus” includes the main campus, all satellite locations, and all other buildings or facilities leased off the main UTA campus); in all UTA vehicles, including buses, vans and all other university vehicles; in all indoor and outdoor athletic facilities, as well as the grandstands of outdoor facilities; in any building or structure owned, leased or controlled by UTA. This prohibition includes sidewalks, parking lots, walkways and attached parking structures immediately adjacent to the building or structure.

PREVENTION OF ALCOHOL AND OTHER DRUG ABUSE POLICY

The Drug-Free Schools and Communities Act of 1989 and the Drug-Free Work Place Act of 1988 require institutions of higher education to design and implement alcohol and illicit drug programs on their campuses. In compliance with this Act, UTA has adopted and implemented a program to prevent “the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees” on UTA property or as part of any university activity. The unlawful manufacture, sale, distribution, possession or use of a controlled substance in or on any premises or property owned or controlled by UTA is prohibited. A controlled substance is any substance so defined by federal or state statute or regulation.

An employee who unlawfully manufactures, sells or distributes, possesses or uses a controlled substance in or on premises or property owned or controlled by UTA, regardless of whether such activity results in the imposition of a penalty under a criminal statute, will be subject to appropriate disciplinary action, including termination, or will be required to participate satisfactorily in an approved drug assistance or rehabilitation program or both.

The use of alcoholic beverages in UTA facilities is forbidden. The President may waive this prohibition with respect to any event sponsored by the University.

For more information, refer to the following:

[Policy CO-CE-PO-03 Tobacco-Free Campus](#)
[Policy CO-CE-PO-06, Drug-Free Workplace](#)

[Procedure CO-CE-PR-05, Drug-Free Work Force Rules for Employees Whose Salaries are Funded by a Department of Defense Contract Health Services – Substance Abuse Prevention](#)
[UTS 164, Drug-free University Community and Workplace Policy](#)

RESEARCH MISCONDUCT

UTA strives to create a research climate that promotes faithful adherence to high ethical standards and enhances research projects and activities, while not inhibiting the productivity and creativity of scientists and academicians. Research misconduct means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

The misrepresentation of research data is a major breach of the relationship between a faculty or staff member and UTA. Dishonesty, misconduct, and/or fraud in science or academics are offenses, which not only damage the reputation of those involved, but the entire educational community.

For more information regarding Research Misconduct, contact the Office of Regulatory Services at 817-272-3723, or visit their website at <https://www.uta.edu/research/administration/regulatory-services>.

PHOTOCOPYING OF COPYRIGHTED ACTIVITY

Permission must be obtained from the copyright owner to copy copyrighted materials where: copying does not meet the requirements for Fair Use or within the public domain. Most works should be presumed to be copyright protected, unless further information from the copyright holder or express notice reveals that the copyright holder intends the work to be in the public domain. For more information, visit [Policy GA-CMI-PO-01 Copying Copyrighted Materials](#).

INTELLECTUAL PROPERTY

UTA's intellectual property ownership applies to intellectual property developed by all personnel employed by UTA and anyone using UTA facilities or resources under UTA supervision. The rule applies to students who are also employees and who develop intellectual property in the course and scope of employment; students who develop intellectual property in a work-for-hire category listed in Section 101 of the Copyright Act, Title 17, US Code, where parties have agreed in writing that the work is being done as work-for-hire; students who participate in an institutional project; students who participate

in research projects where any intellectual property created is committed to a governmental or other sponsor; and to students who create intellectual property in a joint activity with a non-student. The rule applies to projects developed within the course and scope of employment resulting from work done on UTA time or with state funds, resulting from the use of facilities or resources owned by UTA other than for incidental use. UTA complies with the ownership, disclosure and reporting requirements of all applicable Regents' *Rules* and system-wide policies. An employee must disclose the intellectual property created by the employee or student to UTA's Office of Technology Transfer well before the employee submits any information about the intellectual property for publication, or makes any public disclosure, which includes a disclosure to a commercial entity without the protection of a confidentiality agreement.

For more information, please refer to:

[Policy GA-CMI-PO-02 Intellectual Property](#)
[Regents Rule 90101: Intellectual Property](#)
[Office of General Counsel – Intellectual Property](#)

CONFLICT OF INTEREST, CONFLICTS OF COMMITMENT AND OUTSIDE ACTIVITIES

The primary responsibility of UTA employees is the accomplishment of the duties and responsibilities assigned to one's position of appointment. [UTA Policy EI-PO-02 Conflicts of Interest, Conflicts of Commitment, and Outside Activities](#) permits university employees to engage in outside work or activity, so long as the work or activity complies with the requirements of the policy and does not otherwise violate State law.

UTA employees may not have a direct or indirect interest, including financial and other interests, or engage in a business transaction (i.e., self-dealing) or professional activity, or incur any obligation of any nature that is in substantial conflict with the proper discharge of the employee's duties for the University.

Activities on behalf of outside entities or individuals must not interfere with a university employee's fulfillment of his/her duties and responsibilities to UTA. Such conflicts of commitment may arise regardless of the location of these activities (on or off campus), the type of outside entity (individual, for-profit, not-for-profit, or government), or the level of compensation (compensated or non-compensated).

Outside employment, outside board service and outside activity (regardless of compensation that reasonably appears to create a conflict of interest or a conflict of commitment), must receive prior approval in accordance with the University's Conflict of Interest, Conflicts of Commitment and Outside Activities Policy prior to engaging in the

activity via the Outside Activity Portal located at <https://apps.utsystem.edu/ActivityPortal>. Annual re-approval is also required.

Outside activity disclosed pursuant to [UTS 175 “Disclosure of Significant Financial Interests and Management and Report of Financial Conflicts of Interest in Research”](#), need not be re-disclosed, although any outside activity must still be approved.

An employee of UTA may hold a non-elective public office or position of honor, trust or profit with the State of Texas or the United States if prior approval from the Board is obtained, if holding the office or position is of benefit to the State of Texas or is required by State or federal law and if there is no conflict between holding the office or position and holding the employee’s position at UTA.

More information regarding Conflicts of Interest, Conflicts of Commitment and Outside Activities can be found in [Regent’s Rule 30104](#), or by calling University Compliance Services at 817-272-3089. Additional information can also be found at:

[Policy EI-PO-02 Conflicts of Interest, Conflicts of Commitment, and Outside Activities](#)
[UTS 180: Conflicts of Interest, Conflicts of Commitment and Outside Activities](#)

USE OF UTA AND STATE OF TEXAS RESOURCES

Computer Access, Passwords and Other Confidential Information: No user may knowingly or unknowingly access any information resource owned, operated or under the custodial care of UTA, (e.g., computer network, internet/intranet/extranet-related system, device, data in any form, software, operating system, storage media, network account, electronic mail, system, telephones, fax machines, etc.) without the effective consent of the owner or intentionally, knowingly or unknowingly disclose a password, identification code or number, or other confidential information about a computer security system without the consent of UTA’s Chief Information Officer.

Computer Software: Employees who use software licensed to UTA must abide by applicable software license agreements and may copy licensed software only as permitted by the license. An employee should direct any questions about applicable software license agreements to his or her supervisor or Procurement Services.

Contracts and Agreements: No employee is authorized to sign a contract or agreement, including a gift agreement, which claims to bind UTA unless that employee has official written delegated authority to do so under the Regents *Rules and Regulations*. Only the University’s President can delegate this authority.

Information Security and Acceptable Use: UTA information resources may be used only for official UTA purposes. Every UTA employee has a responsibility for maintaining the security and confidentiality of UTA’s information resources and must comply with

information security policies and procedures. An employee may access or disclose confidential and sensitive information only as permitted by contract, state or federal law or regulation, the scope of the employee's employment, or approved UTA policy.

Purchasing: No employee may expend UTA funds for any purchase unless the person is authorized to make the purchase in accordance with all Federal, State of Texas, University of Texas System, and university procurement procedures, including procedures concerning Historically Underutilized Businesses.

Purchases from, or sale to, any officer or employee of System Administration or any institution of any supplies, materials, services, equipment, or property must have the prior approval of the chief administrative officer (President). Any such purchases shall be made only if the cost is less than from any other known source. If purchase or sale is approved by the chief administrative officer, documentation supporting this must be attached to applicable UT Share transactions. This procedure does not apply to sales or purchases made at public auction.

No employee shall transact business in an official capacity with any business entity where the employee is an officer, agent, or member, or where the employee owns a substantial interest.

Use of State-Owned Property: An employee may use UTA property and assets, including personnel time, only for state purposes. As a general rule, the personal use of any state-owned property or asset is prohibited. Incidental personal use of UTA information resources (e.g., UTA email, a state telephone to make a local telephone call, the internet, copier/printer, etc.), provided that the use complies with applicable UTA policies and does not result in additional cost to UTA is permissible.

POLITICAL ACTIVITIES AND CONTRIBUTIONS

UTA employees are not allowed to support or oppose legislation (orally or in writing) as representatives of UTA. Employees should ask their supervisor or the University's Ethics Officer if they are unsure about any specific issue.

UTA employees may participate in political activities only if such activities are not conducted during working hours unless the employees use accrued compensatory or vacation leave; are in compliance with the Constitution and the laws of the State of Texas; do not interfere with the discharge and performance of the employee's duties and responsibilities; do not involve the use of equipment, supplies or services of UTA; do not involve an attempt to coerce faculty, staff or students to participate in or support the political activity; do not involve UTA in partisan politics; and do not depict the employee as representing UTA or the UT System. A leave of absence without pay pursuant to [Regents' Rule 30201: Leave Policies](#), Section 3.1 may but need not be granted to an employee to participate in political activities unless the employee intends to utilize the

leave for the purpose of being a candidate, holding an elective public office, or directing the political campaign of a candidate for an elective public office.

For more information, refer to [UT System Regent's Rule 30103: Standards of Conduct, Section 5](#).

GIFTS AND GRATUITIES

Gifts Made to Influence Decisions

An employee must not accept or solicit any gift, favor, or service that might reasonably tend to influence the discharge of the employee's official duties or that the employee knows or should know is being offered with the intent to influence the employee's official conduct.

An employee must not solicit, accept, or agree to accept any benefit from a person the employee knows may have a business relationship with UTA, except as permitted under [Section 36.10 of the Texas Penal Code](#). If in doubt, an individual should not accept a benefit offered because of his or her status as a UTA employee according to the [Texas Penal Code, Section 36.08](#).

Honoraria

An employee must not solicit, accept or agree to accept an honorarium in consideration for services that the employee would not have asked to provide but for the employee's official position or duties according to the [Texas Penal Code, Section 36.07](#).

For more information, refer to [Procedure GA-IA-PR-01 Endowment Establishment and Management](#) and/or [Procedure GA-IA-PR-02 Gifts to the University](#).

REPORTING SUSPECTED NON-COMPLIANCE

Compliance issues should be addressed through normal administrative channels. Employees should direct questions to their supervisors. Faculty may discuss issues with their department chair and/or dean. If the non-compliance is not addressed or involves the employees' supervisor, the employee should contact the Executive Director of Compliance Services.

Employees may also contact the **Ethics Line**, a toll-free number available to all UTA employees, 24 hours a day/365 days a year, for anonymous reporting of suspected or inappropriate activity, including financial reporting, internal accounting controls, and audit matters, waste, and violations of any federal, state laws or university policy. An employee can report compliance concerns to the Ethics Line number at **1-888-507-7314**.

A friendly interviewer will document the information in detail provided by an employee. Instances of suspected non-compliance **may be reported in a manner that preserves confidentiality and calls** are not recorded. Below is a list of information that will be helpful when placing a call to the helpline.

- The issue or concern of suspected non-compliance
- The name of the person or persons involved
- The name of the department
- Date when you first became aware of the situation
- Location of the activity
- The time frame of the activity
- Copies of documentation that would support your concern
- Names of individuals that can corroborate your concern
- Other individuals to whom you have reported this concern
- An update of the actions that have already taken place

Another resource available for employees to report anonymously is the Web Reporting System at <https://www.lighthouse-services.com/uta>.

Employees shall cooperate fully with all University inquiries or investigations related to any suspected violations of the laws of the State of Texas, Regents' Rules and Regulations, and/or the policies of The University of Texas at Arlington or any laws, rules, regulations, or policies affecting the operations of the University.

PROTECTION FROM RETALIATION FOR REPORTING SUSPECTED WRONGDOING

UTA is committed to including employees in the process of ensuring that the University operates in an ethical, honest and lawful manner. It is therefore the policy of UTA to:

- Encourage employees to report, or cause to be reported, and to assist in any investigation by persons authorized or responsible for such matters, known or suspected violations of laws, rules, policies, or regulations or improper activities; and
- Prohibit unlawful retaliation against employees as a consequence of good faith actions in the reporting of, or the participation in an investigation pertaining to, allegations of wrongdoing.

CONTACTS

Accounting and Business Services
817-272-2194

Environmental Health & Safety
817-272-2185

Equal Opportunity Services/Title IX
817-272-4585

Helpdesk - Information Technology
817-272-2208

Human Resources
817-272-5554

Institutional Research, Planning &
Effectiveness
817-272-3365

Office of Internal Audit
817-272-0150

Office of the President
817-272-2101

Office of the Provost
817-272-2103

Office of Technology Management
817-272-1119

University Communications
817-272-2761

Office of Students with Disabilities
817-272-3364

Procurement Services
817-272-2194

University Compliance Services
817-272-2080

University Police Department
817-272-3381

Vice President for Administration &
Campus Operations
817-272-2102

Chief Financial Officer and Vice
President
817-272-5420

Vice President for Institutional
Advancement
817-272-2543

Chief Human Resources Officer
817-272-7091

Chief Information Officer
817-272-5602

Vice President for Research and Federal
Relations
817-272-1021

Vice President for Student Affairs
817-272-6080

Office of Legal Affairs
817-272-2142