

SOME COMMON EXAMPLES OF BUSINESS CONDUCT ISSUES

- Accounting and auditing irregularities
- Theft and fraud
- Conflicts of interest
- Destroying, altering, or falsifying College records
- Disclosure of proprietary information
- Misuse of College assets
- Harassment/discrimination
- Use or sale of illegal drugs
- Bribery
- Threats to personal safety
- Creating or ignoring safety or environmental hazards
- Violations of governmental compliance regulations

THE BENEFITS OF MAINTAINING HIGH STANDARDS OF BUSINESS CONDUCT

- More opportunities for raises, bonuses, and career advancement
- More comprehensive College benefits
- More pleasant working conditions
- Improved facilities and equipment
- Increased safety and security

HERE'S A COMPLETELY CONFIDENTIAL OPTION

If you don't feel comfortable discussing the problems within normal channels, you may anonymously call The Network, an independent company which operates the Morehouse College Ethics Line.

This Ethics Line is not intended as a substitute for speaking directly with your supervisor or the Office of Human Resources. The Ethics Line is an option that is always available if you want to help, but prefer not to give your name.

THE NETWORK 1-888-299-9540

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 Morehouse College 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 Morehouse College a better place to work.

DOING WHAT'S RIGHT



HELP MAINTAIN HIGH STANDARDS AT MOREHOUSE COLLEGE

WHY IS ETHICAL BUSINESS CONDUCT SO IMPORTANT?

High standards are more than a slogan or catch phrase – they are a way of doing business.

Our vision for Morehouse College is that it will be among the very finest private, undergraduate liberal arts colleges in the nation. It is, therefore, essential that we maintain high standards and conduct business honestly and ethically. It is expected that all employees and members of the Morehouse family will embrace these ideals and exemplify them in their daily activities.

WHY CARE ABOUT BUSINESS ISSUES?

Morehouse College is an institution of higher education, but it is also a business. Business conduct violations can result in serious consequences for individuals— even imprisonment under some circumstances. Institutions may also be financially penalized through lawsuits or claims, resulting in fines and/or restrictions placed on business activities. But most important, you should care because violations of business conduct make everyone a victim. The negative impact on you personally and professionally can be severe.

HOW CAN I HELP MAINTAIN HIGH STANDARDS OF BUSINESS CONDUCT?

1 Think before you act.

ASK YOURSELF:

- Is it illegal?
- Does it violate Morehouse College standards or policies and procedures?
- Could it cause loss or harm to you, your co-workers, Morehouse College, companies doing business with Morehouse College, or to the public?
- Would you feel uncomfortable if everyone knew you did it?

If you answer “yes” to any of these questions, the action is very likely wrong, and you should avoid it.

If the answers aren’t clear, don’t take a chance. Contact your supervisor or the Office of Human Resources.

When you think before you act, and make the right decision, you uphold high standards – and set a good example for others to follow.

2 Speak Up!

USE PEER INFLUENCE

If you see or suspect business conduct violations, don’t ignore the situation. Say something to express your concern. Your influence could help prevent a friend from making a big mistake.

DISCUSS IT

If the situation doesn’t improve, and peer influence isn’t appropriate, don’t ignore it. Ignoring business conduct violations only allows the problem to grow more costly and frustrating.

If you have a concern or question regarding business conduct issues, discuss it with your supervisor or the Office of Human Resources.