

KEY PRINCIPLES IN REPORTING OF TIMELY INFORMATION

You should report to your supervisor or an appropriate senior administrator:

- Information about a danger to persons or property.
- Information about conduct that violates a law or regulation or significant University policy (such as our Code of Conduct or our Policy Against Discrimination and Harassment).
- Information about conduct that has a adverse impact on the work environment or the operations of the University.
- Information about misuse of University property or information.
- Information that could lead to a potential government or private legal action against the University.
- Information that might be reported in the press.
- Information that could have an adverse financial impact on the University or any of its academic or operating divisions.
- Information that is materially different from that reported to the Board of Trustees or in public statements of the University.

IF IN DOUBT—REPORT. If you are in doubt about the importance of information, always report the information to your supervisor or another appropriate manager.

- In making judgment calls about reporting important information, put yourself in a supervisor's shoes and ask yourself whether the information is something that she/he would want to know.
- The general rule should be to report the information to your supervisor if possible, even if the information does not directly involve your work area. Your supervisor can help ensure that information gets to the right person.
- You should treat the information you report with appropriate confidentiality. You should not share sensitive information with University personnel, or others outside the University, who are not in a position to deal with the matter.
- You should expect some confirmation within a reasonable period that the information you reported is being appropriately reviewed. For confidentiality reasons, you might not be given details of the actions being taken.

If you have questions about these key principles, please contact any of the following: Office of the Provost, 275-5931; Office of Counsel, 273-2167; or Office of the President, 275-8356.