

## What is my role?

Know your responsibilities. Understand the rules, regulations, and University policies that apply to your position.

Review our Code of Ethics

<http://finweb.rit.edu/svp/ethics/code.html>

Ask questions if you're not sure what to do. Don't guess.

Fix Problems if you can. Don't ignore them.

Raise concerns if you see something you don't think is right.

Be personally accountable for your actions.

Lead by example.

Treat others with fairness and respect.

Recognize that we all contribute differently to a common goal.

Be a responsible steward of University resources.

Support others in doing the right thing.

Show pride in the University's reputation and success through your own responsible conduct.



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# R·I·T

## Taking Responsibility

Faculty and staff as stewards of  
the institute's resources



## Message from the president

Rochester Institute of Technology is a large, dynamic, and diverse educational institution. As RIT continues to grow globally, the importance of ethical behavior and integrity cannot be understated. Scandals and fraudulent activities can lead to disastrous consequences, and can result from a breakdown in the ethical fabric of an entity.

The University's reputation depends on the personal integrity and commitment of every person here. Each employee shares in the responsibility to promote a safe and ethical environment, to conduct their business and employment activities in a highly principled fashion, and to report violations of the Institute's ethical standards. RIT is committed to providing a confidential and comfortable means by which the community can raise issues and concerns. Your input and involvement is essential to ensuring that we maintain a positive ethical environment for all of our constituencies.

The establishment of the RIT Ethics Hotline is to provide employees with an anonymous tool to effectively address issues of fraud, regulatory and policy compliance, and other unethical behaviors. The information provided explains how the RIT Ethics Hotline works and when to use it.

RIT's many accomplishments could not have been realized without the talents of our exemplary employees. Your integrity and personal contributions are vital to our mission, vision, and values. Jointly, we move forward and take responsibility for our future.

—William W. Destler

## Our Mission

The RIT community engages and motivates students through stimulating and collaborative experiences. Our mission is to provide technology-based educational programs for personal and professional development. We rigorously pursue new and emerging career areas. We develop and deliver curricula and advance scholarship relevant to emerging technologies and social conditions. Our community is committed to diversity and student centeredness and is distinguished by our innovative and collaborative spirit. Internal and external partnerships expand our students' experiential learning. RIT is committed to mutually enriching relationships with alumni, government, business and the world community. Teaching, learning, scholarship, leadership development, and student success are our central enterprises.

## Our Values

Student Centeredness  
Professional Development and Scholarship  
Integrity and Ethics  
Respect, Diversity and Pluralism  
Innovation and Flexibility  
Teamwork and Collaboration

## Doing things right

In a workplace as rigorous, fast-paced, global, and diverse as RIT, doing things right can be complicated. But at its core, doing things right means acting for our mission and sticking to our essential values. Share in the University's reputation and continued success through your own responsible conduct.

### Don't ignore the problems you see.

Identifying a problem early can prevent small problems from becoming larger issues. Be proactive. Raise concerns and work to resolve them before larger problems arise.

Report concerns to responsible University staff, even if the concerns pertain to things that are not part of your job. Support those who come forward to discuss an issue or to report concerns.

### Local resolution is usually the best place to start.

The best place to raise a concern may be within your own college or unit through ordinary supervisory channels, beginning with an immediate supervisor, instructor, or advisor. Usually, the local unit is the most familiar with the issues and parties and best equipped to address or raise a concern to a higher level. Many units have also identified specific people to handle certain kinds of problems, such as a designated key administrator or human resources professional.

### Central offices offer specialized services.

Sometimes, because of the subject matter or due to work or personal relationships, concerns may be best raised first through a specialized central office. Examples include the Human Resources Department for concerns about discrimination or sexual harassment and Campus Safety for emergencies and physical safety issues. A list of these offices and contact information is on the Web at <http://finweb.rit.edu/svp/ethics/reporting.html>.

### If the problem is not resolved, follow up.

If you feel that your first attempt to raise a concern is not addressed, raise it to the appropriate office yourself. The University protects those who report problems from retaliation.

### A completely confidential option

If you are concerned about possible misconduct relative to financial reporting, accounting, internal control, regulatory compliance, and use of University resources, and are uncomfortable raising it through normal channels, use the University's confidential reporting service: the RIT Ethics Hotline.

This reporting service is provided by EthicsPoint, an independent company that provides similar service for hundreds of companies and universities. The service provides a communication option available seven days a week, 24 hours a day.

## How to use the RIT Ethics Hotline

1. You may use the Web or phone. On the Web, you enter any information into requested fields and submit it. By phone, you are greeted by a trained interviewer who documents in detail the situation you describe. You do not have to give your name, and the call or transaction is not recorded.
2. A report number will be assigned, which you will need when you check back. Then the information will be relayed to the appropriate University office to investigate your concern.
3. Using the report number, you may call or e-mail to follow up or add more information.

## Ethics Hotline

Confidential, anonymous reporting service to report financial reporting, accounting, internal control, regulatory compliance, and University resources violations.

Web: [ethicspoint.com](http://ethicspoint.com)

Toll-free: 1 866 294 9358 (Voice)

1 866 294 9572 (TTY)

Please note that this hotline is not intended to replace or supersede any existing reporting methods or protocols, and is not to be used to report health, fire and safety, personnel or academic matters.

