



You can make a difference!

Make compliance part of everyday activities
Inquire to find answers
Notify your supervisor or appropriate department
Everyone is responsible
Report concerns to the Compliance Office or Helpline
Standards of Conduct Guide is available to assist you



Contact Us

The University of Texas at El Paso
Office of Institutional Compliance
Kelly Hall, Room 308
Phone: (915) 747-6478
complianceoffice@utep.edu
utep.edu/compliance

Conflicts of Interest, Conflicts of Commitment, and Outside Activities

The policy is intended to protect the credibility and reputation of The University of Texas System Administration, the University, and its employees by providing a framework to address conflicts of interest, conflicts of commitment, and outside activities.

Approval of outside activities is required for all full-time employees. Employees must electronically request and receive prior approval before engaging in an outside activity and annually thereafter if the activity is ongoing.

In addition, a disclosure may need to be submitted for activity that has occurred (in the past) or is occurring to include substantial interest in a business entity and gifts over \$250. Employees required to submit a disclosure for an outside activity must complete the requirement annually between January and March.

The Outside Activity Portal is available for employees to submit a request for approval or to submit a disclosure of outside activities. The Outside Activity Portal is an electronic reporting system developed by the UT System and is shared by UT institutions.

Note: Substantial relationships with foreign entities must be requested and disclosed in accordance with University policy to avoid potential conflict of interest or commitment.

For more information regarding the policy and requirements, please visit the Conflicts of Interest website at: utep.edu/-compliance/conflicts-of-interest.



Office of Institutional Compliance

Honesty • Integrity • Trust • Ethics





Our Mission

In accordance with UTS 119 Compliance Programs and in support of the mission of The University of Texas at El Paso (University), the Office of Institutional Compliance strives to provide an atmosphere of compliance awareness that encourages all University employees to conduct themselves with high ethical standards in compliance with applicable laws, rules and regulations by providing training, monitoring of high-risk areas, and a mechanism to report suspected non-compliance.

Standards of Conduct Guide

The University is committed to the highest ethical standards in the pursuit of the University mission. The University values integrity, trust and credibility, respect for the individual, a culture of open and honest communication, and requires all operations to be conducted with accountability and transparency.

The Standards of Conduct Guide and supporting policies, procedures, and guidelines, are a shared statement of ethical, professional, and legal standards to be used as a basis for daily actions and decisions. The guide is available online at: utep.edu/compliance.



Reporting Suspected Non-Compliance 1-888-228-7713

The Compliance Helpline is a toll-free number available to employees to report suspected wrongdoing including financial reporting, internal accounting controls, audit matters, waste, and any violations of federal or state laws or University policy.

- Available 24 hours a day, 365 days a year
- Staffed by helpful, trained professionals who will guide you through the process
- Guarantees anonymity as all calls are confidential and do not require you to identify yourself to the extent permitted by law
- All reports of allegations are routed to the Office of Institutional Compliance
- Disponible en Español
- Reporting is also available online

Warning Signs of Non-Compliance

The following statements might be a warning sign of non-compliance behavior:

- "We can hide it."
- "No one will get hurt."
- "We didn't have this conversation."
- "It doesn't matter how it gets done, as long as it gets done."
- "Well, maybe just this once..."
- "No one will ever know..."
- "It sounds too good to be true."
- "Everyone does it."
- "Shred the document."

When in Doubt, Ask Yourself the Following Questions:

- Is the action in compliance with University policy and procedures?
- Is the action legal?
- How will I feel about myself afterwards?
- How would it look in the newspaper?

If you are not sure what to do, ask and keep asking until you are sure you are doing the right thing. You may also contact the Office of Institutional Compliance for guidance.

Web reporting is available to report non-compliance anonymously online at: utep.edu/compliance.

General Compliance Training

It is the responsibility of every University employee to be aware of the key laws, regulations, and policies that impact their jobs on a daily basis. As such, training is offered through the Office of Institutional Compliance. The training, which provides employees with general knowledge on different compliance topics, is presented in a web-based format that is flexible and user-friendly.

All faculty, staff, and student employees are required to complete the training every fiscal year. The Office of Institutional Compliance electronically tracks and monitors the completion of training for all employees. Non-completion of the training requirement is reported to supervisors and escalated to upper management.

Review a Course

All modules are available for quick review and can be accessed through the Office of Institutional Compliance training website in order to refer back to a specific topic of interest.

Risk Management

An annual risk assessment is performed in collaboration with the Office of Auditing and Consulting Services to identify areas that are of greatest exposure for non-compliance for the University. The Office of Institutional Compliance ensures the identified areas are being managed by the appropriate individuals.

The Executive Compliance Committee provides oversight and meets periodically to review progress of the compliance program, discuss compliance issues and the monitoring activities for risk areas identified through the annual risk assessment process.

