



THE CATHOLIC UNIVERSITY OF AMERICA

Compliance Office

Washington, DC 20064

(202) 319-6170 <http://compliance.cua.edu/>

UNIVERSITY COMPLIANCE AND ETHICS PROGRAM

What is the University's Compliance and Ethics Program?

In support of its mission and core values, the University is committed to conducting its activities with the highest integrity and ethical standards, in compliance with all applicable laws and regulations, and in accordance with all University policies. However, because the legal and regulatory environment is so complex, it often can be difficult to determine the right course of action. The Compliance and Ethics Program (<http://compliance.cua.edu/>) provides resources to use in our daily activities to help determine the right course of action and meet our ethical and legal obligations when acting on behalf of the University.

What resources does the Compliance and Ethics Program provide?

The Compliance and Ethics Program provides 6 resources to help you determine the right course of action:

Compliance and Privacy Officer. If you have questions about following the right course of action in your job activities or about the Compliance and Ethics Program, the Compliance and Privacy Officer is here to assist you. Please contact Vin Lacovara, University Compliance and Privacy Officer, at (202) 319-6170 or lacovara@cua.edu.

Code of Conduct (<http://policies.cua.edu/employment/conduct.cfm>). The Code of Conduct is the foundation of the Compliance and Ethics Program, and embodies senior management's expectation that we all act ethically and in compliance with laws, regulations, and policies in all our activities on behalf of the University. Become familiar with the Code and incorporate its principles into your daily activities.

University Policies (<http://policies.cua.edu/>). Policies convey an approved course of action for specific activities and transactions. Policies tell us what to do in those specific situations so that we act not only in accordance with laws and regulations, but in a way that supports the mission and core values of the University. Become familiar with the University policy website and with the policies governing your daily activities.

Compliance and Ethics Helpline (1-855-350-9396, www.thecatholicuniversityofamerica.ethicspoint.com). The *Helpline* is a telephone and online mechanism for reporting potential violations of laws or University policies, or seeking guidance for determining the right course of action with respect to applicable laws and policies. The *Helpline* is administered by an outside company (not the University). The *Helpline* is available 24 hours a day, 7 days a week, and you may remain **anonymous** if you wish. The telephone line is toll free. All good faith reports, regardless of whether they are substantiated, may be made free from fear of retribution per the University's [Non-Retaliation Policy](#).

Campus Legal Information Clearinghouse (CLIC) and Compliance Partner websites (<http://counsel.cua.edu/>). The CLIC and Compliance Partner websites provide a directory of laws, regulations and supporting materials organized by subject matter and responsible personnel. Visit these resources regularly to be sure you know the laws and regulations pertaining to your areas of responsibility.

Training (<http://humanresources.cua.edu/training/generaltraining.cfm>). Compliance Awareness Training explains compliance obligations, risks, and resources in greater detail. In addition, the Office of Human Resources provides numerous training classes for specific job functions and activities. Visit the link above for a comprehensive list of University training classes, and discuss with your supervisor those that apply to your position.