

Learn to Recognize Harmful Activity

Some common examples of irresponsible, non-compliant or unethical acts include:

- Conflicts of Interest
- Discrimination or Harassment
- Insider Trading
- Pension Abuse
- Theft or Fraud
- Improper Handling of Data
- Retaliation
- Gift Giving and Receiving
- Bribery
- Violation of Policy or Code of Ethics and Business Conduct

Online:
calstrshotline.ethicspoint.com

Phone:
844-896-9120

Toll-free • 24 hours a day • 7 days a week



MAKE DIFFERENCE



You are the solution for
maintaining a safe and
secure workplace.

Prevention Starts With You

Irresponsible, non-compliant or unethical acts can cause serious loss or harm to our organization, our employees and our members. This is why it's everyone's responsibility to help prevent these activities. You make a difference!



"Those Are The Organization's Problems – Why Should I Care?"

Losses due to irresponsible, non-compliant or unethical activities can affect all of us.

- Our personal safety and security may be jeopardized.
- Our ability to fulfill fiduciary duties may be compromised.
- Our culture of integrity and reputation may be at risk.
- Financial losses and business failure may occur.

#1 Think!

Consider your own behavior first. If you have doubts about what to do in a certain situation, ask yourself:

- Is it illegal?
- Does it violate CalSTRS' Code of Ethics and Business Conduct, policies or standards?
- Could it cause loss or harm to your coworker, our members, our organization or organizations that do business with us?
- Would you feel uncomfortable if everyone knew what you did?

If you answer "yes" to any of these questions, don't do it.

If the answers still aren't clear, don't take chances. Discuss it with your direct manager, other members of our management team or Human Resources. It could be one of the most important discussions you ever have.

#2 Speak Up!

Unfortunately, people don't always make the right decision. If you become aware of irresponsible, non-compliant or unethical activity, don't ignore it.

- **Drop a hint.** Say something that expresses your awareness and concern. You can have a powerful influence on others. Reminding someone to think before acting may help prevent them from making a big mistake.
- **Discuss it.** If the situation doesn't improve or "dropping a hint" is not appropriate, don't keep it to yourself. Ignoring a problem only allows it to grow more costly and frustrating.

How It Works

The CalSTRS Compliance and Ethics Hotline is an independent reporting service that allows you to communicate your concerns anonymously and confidentially via Internet or telephone anytime, day or night.

Here's what happens:

1. You will be given the option to remain anonymous. A customized Web form or professional interview specialist will then document your concern in detail.
2. CalSTRS' Legal Ethics & Accountability attorney reviews and assigns reports to our Office of General Counsel or Human Resources for resolution.
3. After 5-6 business days, use your report key and password to check your report for feedback or questions.
4. Reports submitted to the CalSTRS Compliance and Ethics Hotline are handled promptly and discreetly. Retaliation against anyone who reports a concern is a violation of our Anti-Retaliation Policy and will not be tolerated.

That's all it takes to speak up. In just a few minutes, you've done your part to make our organization a better place to work.