

## Our Commitment to Ethics



If you're facing a difficult ethical challenge, seek help. If you witness unethical or illegal business behavior, report it. University of the Pacific Fraud Hotline is here for you.

If you need it, pick up the phone and call or visit online.

**University of the Pacific Fraud Hotline**

**1.800.854.8443**

Toll-free, anonymous, always available

On the Web at:

<https://www.compliance-helpline.com/pacificfrauddhotline.jsp>

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**U**niversity of the Pacific makes this commitment to its faculty, staff, students and stakeholders: ethics is a core value of the University. Pacific's future success as an institution depends upon how its employees keep this commitment. If we adhere to our commitment diligently, we will enhance the quality of the lives of our students.

But keeping our commitment requires action from all of us. It requires each of us to enter into every situation with a focus on doing the right thing, and it requires us to stand up for what is right when others do not. Standing idly by when others engage in unethical behavior is damaging to our mission.

Therefore Pacific's leadership makes this commitment to you: You will be provided safe, effective and confidential methods of sharing your concerns about unethical behavior, and you will never be retaliated against for sharing those concerns in good faith.

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We ask that you continue to uphold our shared values in every aspect of your role at University of the Pacific. You can help by reporting unethical or illegal business behavior if you feel that the University's values are being compromised. If you witness, or have a reasonable basis to suspect, unethical or illegal business behavior, speak with your supervisor or member of campus administration. Such conduct may include:

- Theft or misuse of University resources
- Inappropriate gifts, gratuities or kickbacks
- Questionable financial accounting or reporting
- Violations of laws, regulations or University policy
- Violations of contractual or grant obligations
- Improper use of confidential information
- Conflicts of interest

If you know of - or even suspect - any of the above, speak with your supervisor or member of campus administration. Or, if you prefer to remain anonymous, call the University of the Pacific Fraud Hotline.

The Fraud Hotline is a toll-free phone number that you can call at any time from any location, even from the privacy of your own home. The Fraud Hotline is available around the clock, 24/7. No call-tracing or recording devices are ever used. If you wish, you may remain completely anonymous. Just call 1.800.854.8443 if you feel something isn't right.

### When You Call

When you call the Fraud Hotline, a communication specialist who does not work for the University asks you a series of questions to better understand the nature of your concern. These communication specialists are experts in collecting the right information on incidents you report. They will never take sides and act only as unbiased, third-party professionals concerned with your best interest and the University's success.

### After Your Call

At the end of your call, a report is prepared and forwarded to the University's Office of Internal Audit for review and, if necessary, investigation. You are given a report number, a PIN and a call-back date so you may follow-up on your report. Simply reference the report number and PIN when you call back. If additional information is needed from you at that time, you will be asked for it when you call back.

### Online

You can visit <https://www.compliance-helpline.com/pacificfraudhotline.jsp> to file a report electronically on our outside vendor's site. As with the phone resource, online reporting is also completely anonymous. No technological devices will be used to learn your identity. If you wish to remain anonymous, you may.

### Don't Have All the Details?

Report unethical or illegal business activities that trouble you or make you feel uncomfortable. Even if you don't have all the facts, your quick action could help prevent a bad situation from becoming worse. We will review the information and determine if an investigation is necessary. You will never be retaliated against for reporting your concerns in good faith.

The **Fraud Hotline** is not intended to be a substitute for meaningful communication between you and your supervisor or member of campus administration. If you have questions or concerns regarding normal operating procedures, please bring them directly to him or her.

