

MEMORANDUM

TO: SIU Employees

FROM: Brenda Martin, Executive Director of Compliance and Ethics

DATE: October 1, 2015

RE: New SIU Compliance and Ethics Hotline

The university is committed to the highest standards of ethics, honesty and integrity. The Compliance and Ethics Office was created to support this commitment and to promote a culture of compliance and ethics in daily university activities. The university is continually working to enhance its comprehensive, system wide compliance program to better enable the University to organize its compliance activities and to monitor its compliance with existing and new laws, regulations and internal policies by providing the necessary tools, guidance and oversight.

The university is also committed to encouraging an environment in which reporting can be made without fear of retaliation. As part of the compliance program, we are pleased to introduce a new manner in which to confidentially report concerns: **a toll free Compliance and Ethics Hotline**. The Hotline will be managed by the Compliance and Ethics Office, who will ensure that the appropriate parties are involved to answer your questions and investigate complaints to resolution.

Below is a listing of the various options available to contact the Compliance and Ethics Office, including the new hotline number:

- **Hotline:** 844-597-6463
- **Email:** ethics1@siu.edu
- **Mail:** University Compliance and Ethics Office
1202 Douglas Dr. East
MC 6810
Carbondale, IL 62901
- **In Person:** Thalman Hall, Room 203
- **Fax:** 618-536-3456

Employees are encouraged to handle management issues through their normal chain of command, which generally produces the most timely and thorough resolutions in routine cases. Additionally, while individuals can still report issues or make inquiries directly to the applicable campus resources, the above are central options accessible to all employees who may be uncertain of where to go with concerns or questions, or are not comfortable reporting through the normal channels of communication. You may also choose to raise issues anonymously through the above channels.

We hope this additional component of the compliance program will serve as a valuable resource to you should you have a question or concern. Please print the attached flyer and post in your area as a reminder of this resource.