Faculty, Staff and Students:

Trinity University is committed to high ethical standards in all we do. Additionally, we want our campus to be a safe working and living environment for our faculty, staff, students and guests. I am writing to remind you of important and helpful resources designed to help us achieve these goals.

All employees and students should feel free to report any wrongful act (e.g. suspected financial fraud, illegal activity, ethical violations, discrimination, harassment, creation of hostile or unsafe working conditions, misconduct, etc.) committed by anyone at Trinity University through the Campus Conduct Hotline©. The Campus Conduct Hotline© is a service provided by our insurance company. It is designed to provide complete confidentiality for any caller. Thus, at no time is any caller required to identify himself or herself and all information provided can be completely confidential and anonymous. You will be assigned a case number with which you can call back to the hotline to obtain the status/resolution of your inquiry.

Information about the case is reported to the university’s internal auditor and the appropriate vice president for investigation. The internal auditor reports to the Audit Committee of the Board of Trustees all cases filed through the Campus Conduct Hotline© and the resolution/action taken for each case. The Audit Committee determines if the resolution/action taken is appropriate and may require additional action if, in their judgment, the University’s response was inadequate. The Audit Committee may, at its judgment, report a matter and its resolution to the full Board of Trustees, depending on the magnitude of the issue.

Of course, if you prefer to report incidences in person, you may also do that by contacting the Internal Auditor, Human Resources, the Office of the President, the University Police, or any of the vice presidents. Issues reported using these channels may or may not be reported to the Audit Committee of the Board of Trustees, depending on the severity of the matter being reported.

Finally, it is important for you to know that it is a violation of university policy for any employee to retaliate against a person reporting a suspected conduct violation, whether that report is filed through the Campus Conduct Hotline© or through any other avenue mentioned above.

Again, the Board of Trustees and the Senior Administrative Leadership are committed to high ethical standards and a safe community for us all. Your help in this regard is greatly appreciated. If you have any questions or concerns, please feel free to contact me directly at x7306 or at glogan@trinity.edu.

Thank you.

Gary Logan
Vice President for Finance and Administration
Trinity University