
TEXAS SOUTHERN UNIVERSITY
ETHICS & FRAUD AWARENESS TRAINING

Acknowledgment Form

I hereby acknowledge and agree that:

- I. I have received an overview of the following topics:
 - a. Ethics
 - b. Fraud Awareness & Prevention

- II. I understand that I am responsible and accountable for conducting my daily work activities in an honest and professional manner.

- III. I must abide by the rules, regulations, policies and procedures as presented.

- IV. I understand that failure to abide by the rules, regulations, policies and procedures of Texas Southern University, may subject me to disciplinary action, up to and including termination.

- V. I understand that I am responsible for submitting a signed copy of my certificate of completion from training to the Office of Human Resources to be maintained in my personnel file.

- VI. I understand that the original acknowledgment form will be placed in my personnel file and maintained in the Office of Human Resource.

Employee Name (printed)

Employee Signature

Date



TEXAS SOUTHERN UNIVERSITY

Acknowledgement of Understanding and Certification of University Ethics Policy

Name: _____ **Title:** _____
Department: _____ **Period Covered:** _____

ACKNOWLEDGMENT. Therefore, with these principles in mind and in accordance with state law, I, a Texas Southern University employee, agree to adhere with the following guidelines:

- I will put forth an honest effort in the performance of my duties;
- I will use all state credit cards for legitimate University business expenses;
- I will protect and conserve public property and shall not abuse or misuse it;
- I will disclose and report waste, fraud, abuse, and corruption to my supervisor or the appropriate parties here at the University (e.g., the Office of General Counsel, Internal Audit, Office of Institutional Compliance, etc.);
- I will adhere to all laws, regulations, and policies that provide equal opportunity for all persons regardless of race, color, religion, sex, national origin, age, or disability;
- I will not knowingly disclose confidential information acquired in the course of my official duties for personal gain;
- I will not be interested in, or in any manner connected with, any contract or bid for furnishing goods or services, supplies, materials, services, and/or equipment of any kind to the University;
- I will not have an interest in, or in any manner be connected with, a state contract or bid for the purchase of goods or services by the University if a member of my immediate family has an actual or potential financial interest in the contract, including prospective employment. For purposes of these guidelines, immediate family includes my spouse, children, siblings and parents;
- I will not have a direct or indirect interest in or relationship with an outsider that is inherently unethical or that might be implied or construed to be, or make possible personal gain due to my ability to influence dealings, render me partial toward the outsider for personal reasons or otherwise inhibit the impartiality of my business judgment; place me or the University in an equivocal, embarrassing or unethically questionable position; or reflect on the integrity of the University;
- I will not accept or solicit anything of value, whether by gift, rebate, service or favor, from a person to whom a University contract may be awarded, directly or indirectly;
- I will not contract for future reward or compensation from an actual or potential vendor in exchange for a promise or other obligation on a state contract;
- I will not be employed by, or agree to work for, a vendor or potential vendor while I am a University employee; and
- I will try to avoid any actions that would create the appearance that I am violating the law or the ethical standards of Texas Southern University.

CERTIFICATION. I hereby certify that I have received a copy of the University's Ethics Policy. I understand that it is my responsibility to comply with this policy.

Name (Printed): _____

Signature: _____

Date: _____