

# FAMU Fundamentals 2025: Resource Library

Thank you for completing FAMU Fundamentals 2025. The Offices of Compliance and Ethics, Equal Opportunity Programs, Campus Safety and Security, University Policy, Research Compliance, Information Technology Services, Emergency Management, and the Division of Audit serve all members of the University community, providing education and resources.

We have consolidated the links that you viewed in the training into this document. We've also added in some bonus resources you may find helpful.

**Compliance  
and Ethics** →



**University  
Policy  
Awareness** →



**Non-Discrimination  
and Anti-  
Harassment** →



**Fraud and  
Internal  
Controls** →



**Emergency  
Management** →



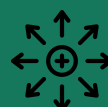
**Cyber  
Security** →



**Clery and  
Active Shooter  
Preparedness** →



**Foreign  
Influence** →



**Your  
Role** →



**Additional Resources**



Review the information and ask any questions you have along the way.  
Remember, compliance starts with you! We're glad to have you in the FAMUly.



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# OFFICE OF COMPLIANCE AND ETHICS

## Compliance and Ethics

[Code of Conduct](#)



[Conflict of Interest Policy \(HR\)](#)



[Conflict of Interest Disclosure Form Instructions](#)



[Conflicts of Interest in Research](#)



[Conflicts of Interest in Procurement](#)



[Compliance and Ethics Hotline](#)



[University Regulation 10.111](#)



[Compliance and Ethics Website](#)



[National Cybersecurity Alliance](#)



[Core Values and Moral Standards](#)



[Strategic Plan 2022-2027](#)



## Office of University Policy

[Office of University Policy Website](#)



[UP-01-01: Policy on Policies](#)



[Board of Trustees Policies](#)



[Active Regulations](#)



[Creating New Policies](#)



[Policy Review Checklist](#)



[University Policies](#)



[Internal Operating Procedure Template](#)



Office of Compliance and Ethics  
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oce@famu.edu



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## OFFICE OF COMPLIANCE AND ETHICS

# Clery Awareness and Active Shooter Preparedness

Clery Campus  
Security  
Reporting Form



University's  
Annual Security  
Report



Anti-Hazing  
Policy



Active Shooter  
Guidance  
(Department of  
Homeland Security)



# Non-Discrimination and Anti-Harassment

Title VII of the  
Civil Rights Act  
of 1964



University  
Regulation 10.103



University Non-  
Discrimination  
Policy



Americans with  
Disabilities Act



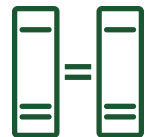
Office of Equal  
Opportunity  
Programs



Title IX



Student Code of  
Conduct 2.012



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## OFFICE OF COMPLIANCE AND ETHICS

### Emergency Management

University  
Emergency Alert  
System



Disaster  
Preparedness



How to Build an  
Emergency  
Disaster Kit



Disaster Kit:  
Essential Items



### Audit and Fraud Prevention

Fraud Prevention  
and Detection



Fraud Red Flags



Internal Controls



### Cyber Security

Information  
Technology  
Services



How to Run A  
Virus Scan



Current Security  
Threats and  
Guidance



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## OFFICE OF COMPLIANCE AND ETHICS

### Foreign Influence

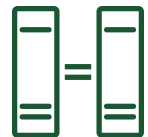
Board of  
Governors  
Regulation 9.012



Foreign  
Influence, Florida  
Laws



Screening  
Process  
Infographic



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## OFFICE OF COMPLIANCE AND ETHICS

### Your Role

At FAMU, we understand that compliance and ethics are not confined to the Office of Compliance and Ethics but is the responsibility of every employee, from the administrative staff to faculty members. Our primary approach to compliance and ethics is proactive and inclusive, recognizing that every decision and action contributes to the overall ethical climate of the university.

Employees at FAMU are encouraged to lead by example, demonstrating ethical behavior in their daily tasks and interactions. This leadership fosters a culture of trust and integrity that resonates throughout the campus. By adhering to established policies and regulations, employees ensure that FAMU not only meets but exceeds the legal and ethical standards expected of a leading educational institution.

The goal of FAMU Fundamentals is to provide you with resources and empower you in the workplace. While you navigate your daily responsibilities, this training and resource serve as reminders that we hope you apply in your work every day.

Come into the workplace with these expectations of yourself and others to further our culture of compliance and ethical decision-making at FAMU.



Give good  
feedback,  
receive good  
feedback



Be passionate  
towards learning  
and developing



Act with  
integrity  
and honesty



We want the  
best for our  
FAMU community!



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**OFFICE OF COMPLIANCE  
AND ETHICS**



**ADDITIONAL RESOURCES:**



The Office of Compliance and Ethics (OCE) is composed of University Compliance and Ethics, the Office of Equal Opportunity Programs (EOP), and Athletics Compliance (ACO). OCE's mission is to advance the University's core values and strategic objectives by collaborating proactively with faculty, staff, and management to:

- Identify, prioritize, and effectively manage compliance risks.
- Foster a culture of accountability, ethical standards, and integrity, promoting adherence to federal, state, and local laws, regulations, as well as internal policies.
- Deliver comprehensive compliance training to employees, faculty, students, and guidance to managers.
- Offer a reliable channel for reporting potential non-compliance or unethical behavior.
- Develop and maintain policies and procedures that champion compliance and ethical conduct.

Some OCE highlights:



## Support 'Boldly Striking'

- Supports the University's Strategic Plan in developing a world-class business infrastructure and effective compliance and ethics program.
- Working collaboratively with university leadership and management to support a culture of compliance and ethical decision-making.
- Please review our University Code of Conduct at: <https://tinyurl.com/mr27shkxs> or the QR code below:



## Compliance Risk Mitigation

- Provides oversight and guidance regarding university-wide ethics and compliance activities through the established Enterprise Compliance Committee and Compliance Partners throughout the University. This group focuses on continuous mitigation of compliance risk.
- Through the work of EOP and ACO, we focus on promoting and enforcing law and policy throughout the University, ensuring equitable treatment and opportunities for all.
- OCE and EOP investigate misconduct related to compliance and ethics, and discrimination and harassment, respectively. Reporting misconduct is the responsibility of every member and is encouraged through the Compliance and Ethics Hotline (<https://tinyurl.com/395jw6cm>) or this QR code:



## Outreach and Communication

- Focuses on consistent communication and training for all members of the University community. Assesses university culture through annual surveys and events.
- Visit our website or contact us for more information.  
We are here to help!

Questions? Contact OCE at 850-412-7520 or [rica.calhoun@famu.edu](mailto:rica.calhoun@famu.edu)

For more information, you can also visit: <https://www.famu.edu/administration/compliance-and-ethics/index.php>



# Services Snapshot



## Monitoring and Reporting

Oversight of compliance and ethics monitoring activities.

Support in preparing reports for regulatory bodies, including follow-ups on required actions.



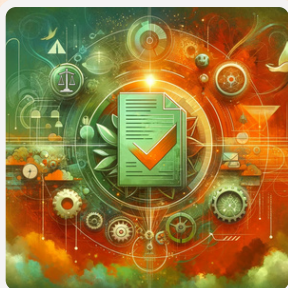
## Training and Education

Provide general compliance training to employees and faculty and guidance to managers



## Investigations

Establish a control environment, level of accountability, and ethical framework that promotes commitment to the highest standards of ethics, integrity, and lawful conduct by supporting an avenue for reporting of potential non-compliance or unethical behavior.



## Compliance Risk Assessment and Mitigation

Identification and prioritization of compliance risks.

Development of strategies and action plans to mitigate high-risk areas.



## Regulatory Guidance

Interpretation and application of federal, state, and local regulations to University operations.

Advisory services for navigating complex regulatory landscapes in higher education.

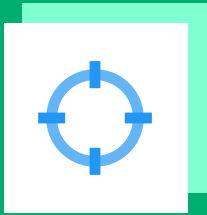
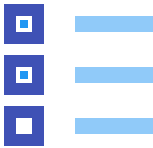
# ANNUAL OUTSIDE ACTIVITY DISCLOSURE: Due by July 1



The time is here! The annual outside activities disclosure process has been automated. The requisite disclosures (University and Research) are consolidated into one form accessible through iRattler. This disclosure is IN ADDITION to Form 1 disclosures required of certain employees by the Florida Commission on Ethics by July 1 each year.

As an employee and researcher, you must annually disclose "outside activities," defined as "any employment or activities you engage in, outside of your University employment, that utilizes the knowledge, skills, abilities or expertise you use to carry out your University duties." Researchers are also required to annually disclose significant financial interests (\$5,000 or more). These activities are assessed to determine the existence of conflicts of interest.

**Deadline: Disclosures must be made at the time of hire and annually by July 1. Remember to also complete additional disclosures within 14 days in the event your circumstances change.**



## STEP 1: iRattler Human Resources Module

Log in to the iRattler Human Resources Module and select "Navigator" in the menu on the right-hand side of the screen.



## STEP 2: Self-Service

Select "Self-Service."



## STEP 3: Financial & Conflict of Interest

Select "Financial & Conflict Interest."



## STEP 4: Select Year for Disclosure

Select the year in which you are disclosing. You will be disclosing outside activities and employment from the prior year.



## STEP 5: Complete Part I and, if prompted, Part II

- Part I: Complete Part I, check the Acknowledgment box, and submit. The form will be self-approved if all answers for Part I are "No." Reviewers will still have access to your disclosure.
- If you answered "Yes" to any of the questions in Part I, Part II of the form will be generated after you select submit. In this instance, you are required to complete Part II as well.
- Part II: All Employees: Complete the sections as instructed. Add additional rows, as needed, for each Project or Entity.
- RESEARCHERS ONLY: Search for Project ID and select Entity Name to complete additional information.



## STEP 6: Approvals and Next Steps

Two focused disclosure reviews: the first reviewer is your supervisor, who assesses the request for conflict of interest/commitment concerns and a second review administrative offices.

You will be notified if your disclosure requires further action.

# COMPLIANCE and ETHICS: The PLUS Model

## A Simple Guide to Ethical Decision Making

You may feel unsure about a situation and a decision, since there seem to be a number of acceptable alternatives. If you consider the following, you will likely be able to respond appropriately to the situation: PLUS (Policies, Legal, Universal, Self).



If you cannot confidently answer "yes" to all of these considerations, contact the Office of Compliance and Ethics, the Office of Human Resources, or the Office of the General Counsel for advice!



# Reducing the Compliance Burden



In a world of evolving regulations, collaboration and proactively reducing compliance burden are key to long-term success. Embrace these strategies and enjoy the benefits!

If you have questions, don't hesitate to reach out to us at [oce@famuedu](mailto:oce@famuedu).

1

## Process Assessment

Begin by assessing your department/division's current compliance processes and identifying areas where the burden can be reduced.



2

## Identify Key Regulations

Highlight the most critical regulations and requirements that you and your colleagues need to be aware of. Make sure you all understand the "why" behind these regulations and/or policies.



3

## Streamline!

Update and optimize processes that focus on efficiencies and reducing redundancies to meet the regulatory or University goal.



4

## Use Your Tools

**Automation:** Where possible, implement automated tools for data collection, monitoring, and reporting.

**Embedded Controls:** focus on controls that can be integrated into existing processes to save time and effort.

**Employee Training:** Ensure everyone is well-trained to understand and comply with regulations and expectations.



5

## Adapt

Regularly assess the effectiveness of controls and adapt as needed to maintain compliance and make the best use of your time. Use your resources and always reach out for help from your manager or offices like Compliance and Ethics.

In the event that control deficiencies are identified, take prompt action to address it.

