FAMU | FLORIDA A&M UNIVERSITY
OFFICE OF COMPLIANCE AND ETHICS

FAMU Fundamentals 2023: Resource Library

Thank you for completing FAMU Fundamentals 2023. The Offices of Compliance and Ethics, Equal Opportunity Programs, Campus Safety and Security, General Counsel, Enterprise Risk Management, Information Technology Services and Emergency Management 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 →	**Public Records and Record Retention** →	**Sexual Harassment Prevention, ADAA, and Title IX** →	**Enterprise Risk Management** →
Emergency Management →	**Cyber Security** →	**Clery** →	**Your Role** →

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.

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

Public Records and Record Retention

Public Records

Record Retention Schedules

Florida Statutes: Public Records Exemption

FERPA

FAMU

Clery Awareness

Clery Campus Security Reporting Form

University's Annual Security Report

Sexual Harassment Prevention, ADAA, and Title IX

Title VII of the Civil Rights Act of 1964

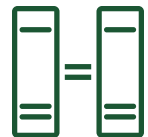University Regulation 10.103

University Non-Discrimination Policy

Americans with Disabilities Act

Office of Equal Opportunity Programs

Title IX

Emergency Management

University Emergency Alert System

Disaster Preparedness

How to Build an Emergency Disaster Kit

Disaster Kit: Essential Items

Enterprise Risk Management

University Policy UP-01-02

Risk Appetite Statement

ERM Toolbox

Cyber Security

Information Technology Services

How to Run A Virus Scan

Current Security Threats and Guidance

Your Role

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 serves as reminders that we hope carries into 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!

ANNUAL OUTSIDE ACTIVITY DISCLOSURE: Due by July 1

FAMU | **FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY**

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.
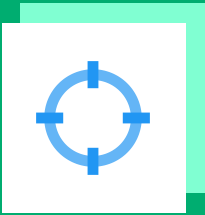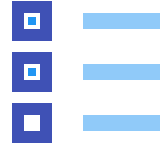
STEP 1: iRattler Human Resources Module

Log in to the iRattler Human Resources Module and select "Navigator" in the menu on the right-hand side of the screen.
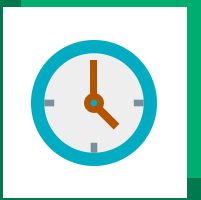
STEP 2: Self-Service

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.