

Stanford University

Updates to the Financial Irregularities Policy

Stanford Administrative Guide 3.5.1

1. What are financial irregularities?

Some common types of financial irregularities are corruption (e.g., bribery, kickbacks, bid riggings, etc.), conflicts of interest (e.g., sale and purchase schemes, etc.) and asset misappropriation involving cash, inventory or other University assets. Examples of asset misappropriation can include the following:

- Theft of cash
- The use of a University issued credit card or the expense reimbursement system to make personal purchases
- The directing of University resources such as supplies, inventory or labor to outside organizations
- The directing of University revenues (e.g., event ticket proceeds, research funding, etc.) to outside organizations

2. I am ethical in my work; how does the policy apply to me?

Your familiarity with the policy and action taken by you to support the policy helps ensure Stanford addresses concerns quickly and correctly with effective results. Following the policy protects you, your department, and the University while ensuring a fair and independent review is conducted.

Departments must immediately notify the Office of the Chief Risk Officer, at (650)-721-2667 or the Ethics and Compliance Helpline at helpline.stanford.edu of suspected financial irregularities. Departments should not initiate an investigation. Departments should not discuss, interview or confront individuals about the suspected financial irregularity. Departments should not initiate any disciplinary actions without specific direction from the Office of General Counsel, or the Office of the Chief Risk Officer. When warranted by information obtained during preliminary research, the Office of the Chief Risk Officer will commence a fact-finding investigation into the suspected financial irregularity.

3. What has changed in the policy?

Additional clarification was added including:

- Examples of what constitutes a financial irregularity at Stanford (to better support applicability of the policy)
- An overview of the notification process

4. Who do I contact if I have a concern regarding financial irregularities?

If you have a concern or question please reach out to Office of the Chief Risk Officer through the Compliance and Ethics Helpline:

- By email compliance@stanford.edu,
- By telephone (650-721-2667), or
- By an online web submission form helpline.stanford.edu (anonymous)

Remember, Stanford policy prohibits retaliation against an individual who in good faith reports or provides information about concerns or suspected violations.

