Integrity in Action – The “Vanderbilt University Integrity Line”

Our organization believes that our employees are our most valuable asset. You deserve to work in a positive, productive environment, but maintaining and ethical workplace requires that each of us makes a commitment to our organization’s values and ethical standards.

That means making Integrity a Priority in Everything We Do!!!

Get Involved:

✓ Unethical, illegal or unsafe activity can result in serious consequences including fines or lawsuits against our organization that could hurt our performance and our reputation…Ultimately, this hurts our employees. With your help, we can prevent this activity and uphold our high standards.

Put Integrity in Action:

Think before you act: Focus on making honest and ethical choices every day. If you have doubts about what to do in a certain situation, ask yourself:

✓ Is it illegal?
✓ Does it violate our organization’s standards or code of business conduct?
✓ Could it cause loss or harm to you, your co-workers, the public, our organization or organizations that do business with us?
✓ Would you feel uncomfortable if everyone knew what you did?

If you answer “YES” to any of these questions the action is wrong and likely to lead to serious consequences. If you are ever unsure what to do, consult our organization’s policy or speak to management.

Do the Right Thing:

✓ If you see or suspect unethical, illegal or unsafe activity don’t ignore it. Talk to your manager or if you prefer, contact the “Vanderbilt University Integrity Line”, an independent reporting service that allows you to communicate your concerns anonymously and confidentially via Internet or telephone anytime day or night. Report on line: www.vanderbilt.edu/integrityline or Call toll-free: 866-783-2287

Contacting to the “Vanderbilt University Hotline”

✓ You will be given the option to remain anonymous. A customized Web form or professional interview specialist will then document your concern in detail.
✓ The information you provide will be relayed to our organization for appropriate follow-up.
✓ You may be asked to check back to provide additional information or to answer questions our organization might have as we investigate your concern.
✓ Reports submitted to the “Vanderbilt University Hotline” will be handled promptly and discreetly. Retaliation against anyone who reports a concern is a violation of our organization’s principles and will not be tolerated.
✓ The Privacy Office continues to be available to all employees in support of reporting concerns, call: (615) 936-3594 or by emailing: Privacy.Office@Vanderbilt.edu

Anytime, from any location: You DO NOT have to give your name.

Policy: 10-40.32 "Sanctions for Privacy and Information Security"

For more information go to: www.mc.vanderbilt.edu/privacy or e-mail the Privacy Office at privacy.office@vanderbilt.edu

Created by the VUMC Privacy Office (936-3594) Last Revised: 4/14/2015