



UNIVERSITY OF
MASSACHUSETTS AMHERST

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M E M O R A N D U M

To: All Faculty and Staff
From: James P. Sheehan, Vice Chancellor for Administration and Finance
Subject: Amherst Campus Policies
Date: December 20, 2012

Each year the University informs employees of specific policies of the Board of Trustees that relate to our business conduct. These policies include the following:

- Policy on Fraudulent Financial Activities (Doc. T00-051)
<http://www.umass.edu/controller/fraudulent-financial-activities>
- Principles of Employee Conduct (Doc. T96-136, as amended)
<http://www.umass.edu/senate/sites/default/files/Principles%20of%20Employee%20Conduct-Doc.%20T96-136.pdf>
- State Conflict of Interest Law provisions of Chapter 268A
<http://www.mass.gov/ethics/education-and-training-resources/implementation-procedures/state-employees-summary.html>
All university employees are required to acknowledge receipt of the State Ethics Commission's summaries of the conflict of interest law, either in writing or electronically via e-mail, on an annual basis. University employees can log into HR Direct to acknowledge receipt of the State Ethics Commission's summaries of the conflict of interest law online at
<https://sm-prd.hcm.umasscs.net/psp/hrprd92/EMPLOYEE/HRMS/h/?tab=DEFAULT>
- "Whistleblowing" Legislation
<http://www.umass.edu/controller/sites/default/files/Whistleblowing.pdf>
- Drug Free Workplace Act
The University of Massachusetts Amherst, in accordance with both federal legislation and existing University policy, is committed to providing a drug-free, healthful, and safe environment for all faculty, staff and students. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, and the unauthorized possession or use of alcoholic beverages on the Amherst campus or as part of any University activity or business off University premises is prohibited. If it is determined that a violation of this policy has occurred, disciplinary action up to and *including* termination of employment, expulsion of students, and referral for prosecution may result as deemed appropriate. Employees who need help with substance abuse problems and co-workers/family members of substance abusers are encouraged to use the University Faculty and Staff Assistance Program (545-0350). Applicable legal sanctions for the unlawful possession or distribution of drugs and alcohol and additional information about the Drug Free Workplace Act are summarized at
http://www.umass.edu/dean_students/alcoholic-beverage-policy
- University Data and Computing Policies and Guidelines (Doc. T97-010, as amended)
<http://www.umass.edu/it/policies/it-policy-acceptable-use-interpretation-guidelines>
- University Internal Audit recently updated the *Audit Alerts* section of their website to build awareness about risk and compliance, including tips and suggestions. Please visit the [University Internal Audit website](#) and click on *Audit Alerts*.

Please contact the Amherst Campus Controller's Office at 545-0806 if you need hard copies of the policies or have any questions about the material. Thank you.