

ACKNOWLEDGEMENT OF EMPLOYEE RECEIPT AND REVIEW OF STATEMENT OF BUSINESS CONDUCT STANDARDS

The University's integrity and reputation are in the hands of its employees. Each employee makes an important contribution to the overall success of Virginia Tech by performing their job responsibilities in accordance with University policies and procedures.

- The University has business standards that provide a strong foundation of business practices to support the core mission of instruction, research and outreach. These standards are described in the attached Statement of Business Conduct Standards.
- The University has policies and procedures in place to provide more specific guidance and to ensure business activities are conducted properly and in compliance with various Federal and State laws.
- All employees are expected to understand that business activities must be performed in accordance with University policies and procedures.
- Employees should be familiar with policies relevant to their job duties. Employees are not expected to have a working knowledge of all policies or to be an expert on every policy.
- Employees should ask for help on policy matters whenever they are not sure what to do. The best resources to contact are your supervisor, the Office of Capital Assets and Financial Management, Office of Personnel Services, Controller's Office, Purchasing Office, and Sponsored Programs Office.
- A list of all policies in effect is located on the University's web page at <http://www.policies.vt.edu> and many important procedures are located on the web sites of the Controller's Office, Purchasing Office, Personnel Services Office, and Sponsored Programs Office and will be updated as policies change.
- The attached Statement of Business Conduct Standards provides overall guidance of key business practices. All employees are expected to review this document.

Acknowledgment of Receipt: I have been given a copy of the Statement of Business Conduct Standards, and I understand that it is my responsibility as a University employee to read this statement and abide by the University's policies. If I have any questions about the Statement or University policies, I understand that I need to ask my supervisor or contact appropriate University administrative offices for help.

Sign below and return to the Business Practices Unit, 202 South Main Street, suite 202, Mail code 0385.

Employee's Name (printed): _____

Signature: _____

Department Name: _____

Date: _____ Employee ID #: _____

Employee's Classification (Please Circle One)

Full Time Staff

Full Time Faculty

Part Time Staff

Part Time Faculty

Invent the Future