

Key Points of the Statement of Business Conduct Standards and the Distribution Process to All Employees

Please share this information with all salaried employees prior to February 8th, 2005

- Virginia Tech strives for high-level performance in the ways we conduct business.
- In an effort to improve communications concerning business practices throughout the University, a document has been developed that highlights and summarizes key existing university policies and procedures related to business activities.
- The document is called the Statement of Business Conduct Standards.
- The purpose of the Statement is to assist employees in understanding the University's expectations about how to handle business-related activities and to support good decisions about job-related activities.
- The Statement will be distributed to all salaried employees on or shortly after February 8th by the Center for Survey Research.
- The Center for Survey Research will send the Statement to employees with computer access an e-mail attachment. Employees without access to a computer will receive a hard copy of the document through campus mail.
- The e-mail will include a link for employees to certify that they have received and reviewed the Statement. Employees receiving a hard copy will have a certification form to complete and return to the Center for Survey Research.
- Employees should reply promptly.
- The Statement will be updated and distributed annually to ensure employees have access to the most current business practices.
- Any questions concerning the Statement should be addressed to the Office of Capital Assets and Financial Management, 231-2706.