



WORKING WITH A THIRD PARTY?

Handling day-to-day conversations and communications.



I UNDERSTAND

- What topics can be discussed with this third party and what information can be provided to them
- Whether this third party can incur expenses for us
- How this third party is allowed to disclose its relationship with us
- Who is involved from the third party, and where they are located



I WILL ASK QUESTIONS IF THE THIRD PARTY

- Indicates that unauthorized expenses are being made
- Adds undisclosed, unapproved, or unauthorized subcontractors (or I am unsure about their status)
- Makes an unexpected or unexplained change in their personnel who are doing the work



I WILL CONTACT THE ICO IMMEDIATELY IF THE THIRD PARTY

- Says they are giving gifts, entertainment, charitable donations or any other kind of incentive or payment to a government official, person related to a government official or to a VCU employee
- Adds personnel located in, doing business in, or who are the citizens of a sanctioned country
- Uses our name or logo in press releases, social media, promo materials or otherwise without our permission
- Passes on sensitive or confidential information that I believe could have been inappropriately acquired
- Does anything else to make me uncomfortable with their honesty or ethics while working on a project



Call the ICO
804 828-2336



Email the ICO
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www.vcuhelpline.com