When should you use the **VCU Helpline?**

helpline
VCU

Is it urgent?
Has a law or policy been broken that places the university at risk?

No → **Yes** →

Does your job involve handling this type of issue?

Yes ↓ **No** →

Did performing your job duties resolve the issue?

Yes ↓ **No** →
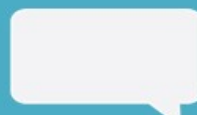
Talk to your manager (optional).

If comfortable, discuss with your manager and let them know you think it should be reported to the Integrity & Compliance Office at **ucompliance@vcu.edu** or **(804) 828-2336**.

and then ↓

Great job!

Just be sure to keep an eye out in case the situation changes.

Contact the VCU Helpline

1-888-242-6022   **vcuhelpline.com**

Duty to Report and Protection from Retaliation policy