Dear VCU Community,

Sometimes questions arise as we carry out our duties. Today we'd like to talk about using the VCU Helpline to raise ethics and compliance issues, review why speaking up matters, and give you the attached flowchart to help you determine when to use the VCU Helpline or other reporting pathways.

Knowing when to use the Helpline is important for two big reasons:

- First, we are committed to being open and transparent. As part of that, we want everyone to speak up when they have a question or concern, or are unsure of the action they should take. Knowing when you're expected to raise a concern will help you feel confident when making a report.
- Second, the university can only respond to issues it's aware of, so it's critical that you voice concerns as soon as you are aware of them so the university can take action and investigate.

The attached flowchart can help you determine when to speak up.

- First, consider the urgency of the situation.
- Then, address any concerns that are within your power to handle.
- Next, talk with your manager (if you're comfortable doing so).
- Finally, reach out to the Integrity and Compliance Office at ucompliance@vcu.edu or (804) 828-2336, or contact the VCU Helpline at vcuhelpline.com or (888) 242-6022.

And that's it. Keep the flowchart handy and review it the next time you have an ethics or compliance concern.