

University of North Texas
Standards of Conduct Quick Reference Guide Acknowledgment Form

Ethical behavior and informed compliance with applicable laws and regulations are appropriately the concern of every UNT faculty and staff member, whatever your job title, assignment, length of service, or sphere of influence. The attached information is provided to you as a minimal guideline for the expectations UNT has regarding ethics and compliance issues. There may be additional expectations depending on your role and specific responsibilities. Please take the time now to review the attached Standards of Conduct Quick Reference Guide and sign the acknowledgement below, and retain a copy of the Guide for your reference. Some managers and supervisors use this information as a reference to discuss ethical and compliance information during their staff performance evaluation process, and to have employees sign this acknowledgement during the performance review meeting. You may receive a copy of this acknowledgement form and attached information with your performance review notification. All faculty and staff are encouraged to discuss specific questions regarding ethics and compliance issues with your manager or supervisor, or with any of the offices listed within the Guide.

I HEREBY ACKNOWLEDGE AND AGREE THAT:

1. I have received a copy of the UNT Standards of Conduct Quick Reference Guide.
2. I have read this guide.
3. I am responsible and accountable for conducting my daily work activities in accordance with the expectations presented in this guide.
4. I will obey all laws and regulations, and I will follow the regulations, policies, and procedures of the University of North Texas System and all of its Institutions.
5. I will complete my work duties in an honest and professional manner.
6. I will report any suspected wrongdoing or violations to the offices specified in this guide.
7. This original acknowledgment will be placed in my unit or department personnel file and maintained by my unit or department.

Employee Signature	Date	Employee Name (printed)
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Supervisor Signature	Date	Supervisor Name (printed)
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ONCE YOU HAVE READ THIS STANDARDS OF CONDUCT QUICK REFERENCE GUIDE AND HAVE SIGNED YOUR NAME ABOVE, PLEASE RETURN THIS SHEET TO YOUR SUPERVISOR FOR SIGNATURE AND FILING. PLEASE KEEP YOUR COPY OF THE GUIDE FOR REFERENCE, AND ASK FOR HELP FROM ANY OF THE UNITS LISTED WITHIN THE GUIDE.