

# Advancement | UCF Foundation, Inc.

## Compliance Training Policy

Policy# 1.05

Effective Date: 12/04/2019

Responsible Department: UCF Advancement Human Resources

### 1. PURPOSE

UCF Advancement provides all employees and related parties with annual training on the elements of the compliance program and Advancements expectations that all will act in accordance with applicable laws, policies and standards.

### 2. APPLICABILITY

This policy pertains to all regular employees of UCF Advancement.

### 3. POLICY

All Advancement Staff shall complete annual compliance training. Training will consist of, but is not limited to, the following courses:

- Credit Information Security Program (CISP)
- UCF Employee Code of Conduct (CER008)
- Gifts and Honoraria (CER010)
- Potential conflicts – Florida Code of Ethics for Public Officers and Employees (CER011)

The training year shall be defined by the calendar year.

All staff will be required to attest annually that they have completed the training and that they understand the following:

- How to ask questions of or to report concerns to the Compliance Office.
- University policy prohibits retaliation against any individual asking questions or reporting concerns to the appropriate authority.
- Individuals may also be required to receive specialized training as needed for their positions.

Staff who do not complete training by the appropriate deadline are subject to disciplinary action.

All Advancement Staff shall also complete the **UCF Foundation, Inc. Code of Ethics and Confidentiality Statement and Agreement**, upon hire and verify annually that they have read and understand the Statement and Agreement.

4. **CLARIFICATION**

Requests for clarification of this policy should be sent to the Executive Director for Advancement, Human Resources.

Certified as approved by the Executive Committee of the Foundation Board of Directors on December 4, 2019.



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Name: Michael J. Morsberger

Title: Vice President for Advancement and Chief Executive Officer

Adoption Date: 12/04/2019