



Office of Risk and Compliance
Division of Legal, Audit, Risk and Compliance

**2025 New Employee
Compliance Training**

OBJECTIVES

This training will provide an overview of the compliance responsibilities of the University community members.

Please take the time to thoroughly review this information. You may visit the website link below to learn more about our efforts to comply with all applicable laws, regulations and policies. University policies are available on the FSU website.

[Division of Legal, Audit, Risk and Compliance \(uncfsu.edu\)](http://uncfsu.edu)

DISABILITY ACCOMMODATIONS

The University will provide reasonable accommodation due to a qualifying disability to ensure individuals have access to the University's education and employment opportunities.

Employees should contact Human Resources for disability-related accommodation requests.



FSU COMMITMENT

Compliance means following the laws, regulations and policies, procedures and standards of conduct applicable to the University.

All members of the University community should conduct operations and activities in an ethical, honest manner, and with the highest level of integrity.

FSU EXPECTATIONS

- The success of the FSU Compliance Program depends on YOU.
- Everyone has a role to play.
- Supervisors should set the tone for compliance in their area.
- We follow all applicable laws, regulations, rules and policies.
- If you are not sure, you are expected to ASK.
- You should never feel alone when facing a problem, issue or question. **We are here to help.**

KEY FSU POLICIES

These are **a few important policies** that Compliance would like to highlight but every policy is important. You are responsible for understanding and complying with **all university policies**.

If you do not understand a policy, please contact your supervisor or Compliance.

ETHICAL CONDUCT

Fayetteville State University is committed to maintaining the highest ethical standards.

The University expects all members of the University community to execute their duties and responsibilities with the highest level of integrity, objectivity, and prudence, avoiding acts or the appearance of acts that may be interpreted as improper or unethical.

[EthicalConduct08-11.pdf \(uncfsu.edu\)](#)

MISUSE OF STATE PROPERTY

Employees are **required by law** to report to their immediate supervisor any information or evidence of an attempted arson, or arson, damage of, theft from, or theft of, or embezzlement from, or embezzlement of, or misuse of, any state-owned personal property, buildings or other real property as soon as possible, but not later than three (3) days from receipt of the information or evidence. State property includes (but is not limited to) motor vehicles, telephones, computers, credit cards.

The immediate supervisor is required to report such information or evidence to the General Counsel. The General Counsel is then required to report such information or evidence, in writing, on behalf of the Chancellor to the Director of the State Bureau of Investigation (SBI) within ten (10) days.

PROTECTION OF MINORS ON CAMPUS (PMOC)

- ❖ Members of the FSU community should familiarize themselves with University policy and relevant law on reporting suspected child abuse and maltreatment of minors.
- ❖ University policy includes possible signs and indicators, appropriate responses, how to report a concern, and appropriate interactions with minors.
- ❖ Members of the University community, who interact with, supervise, chaperone, or otherwise oversee minors in programs or activities at the University or sponsored by the University must complete PMOC training and successfully pass a criminal background check.

Protection of Minors on Campus (uncfsu.edu)

THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities.

- Disclose campus crimes in Annual Security Report
- Keep a crime log
- Timely warnings of crimes to the campus
- Procedures for responding to emergency situations
- Missing student notifications
- Fire safety procedures for student housing

RED FLAG RULES

Federal law requires the University to develop and implement a written Identity Theft Protection Program, to detect, prevent and mitigate identity theft in connection with certain financial accounts.

All community members who have access to financial information should review and understand the Identify Theft Protection Compliance policy.

[RedFlag-IdentityTheftCompliance.pdf \(uncfsu.edu\)](#)

RECORD RETENTION

The UNC General Records Retention and Disposition Schedule is a tool for the institutions in the University of North Carolina (UNC) System to use when managing the records in their offices.

- The retention periods established in this schedule should be interpreted as minimums.
- If you have records in your office that are not on this University General Schedule, please consult General Counsel.
- Employees may not destroy records without consulting with General Counsel to ensure compliance with the UNC System Record Retention and Destruction Schedule.

2021 UNC System Retention and Disposition Schedule
(uncfsu.edu)

ETHICS HELPLINE

Members of the University community are expected to inform the appropriate contacts if they have observed unethical, illegal, or suspicious activity. Those who have concerns about possible noncompliance with federal, state, local laws or regulations, University policies, or other improper conduct are expected to report promptly.

The University provides the community with an anonymous reporting mechanism, the [Ethics Helpline](#). The Helpline serves as a channel to report or seek guidance on possible compliance issues. It is available to all members of the University community, including faculty, staff, and students.

The Helpline is available 24 hours a day, seven days a week at 910-672-1400.

The University prohibits retaliation against those who report compliance or ethics concerns in good faith.

uncfsu.edu

NONDISCRIMINATION

All members of the university share the responsibility for reporting potential compliance or ethics violations.

NON-DISCRIMINATION STATEMENT

Fayetteville State University is committed to equality of educational opportunity and employment and **does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, genetic information or veteran status.**

Moreover, Fayetteville State University values diversity and actively seeks to recruit talented students, faculty, and staff from diverse backgrounds. Any individual with a concern, grievance or complaint of discrimination or retaliation should utilize the University's policies listed above or the applicable employment related grievance procedures for faculty and EPA non-faculty employees.

NONDISCRIMINATION POLICIES

CHAPTER 400 NON-DISCRIMINATION

[404. Policy Statement on Non-Discrimination](#)

[405. Prohibited Sexual Conduct \(Incidents Occurring on or Before August 13, 2020\)](#)

[406. Prohibited Sexual Conduct \(Incidents Occurring on or After August 14, 2020\)](#)

[407. Sexual Harassment](#)

[408. Title IX](#)

[409. Unlawful Discrimination, Harassment, and Retaliation](#)

[410. Unlawful Workplace Harassment](#)

NON-DISCRIMINATION TEAM

The University has appointed the following offices and/or individual(s), to coordinate compliance with federal, state, and local nondiscrimination laws, regulations and policies.

Discrimination and harassment allegations

The Office of Risk and Compliance

compliance@uncfsu.edu

[Reporting Intake Form](#)

Sex-based discrimination and sex-based harassment allegations

Title IX Office

Elizabeth Hunt, J.D.

Chief Title IX Coordinator

titleix@uncfsu.edu

[Title IX \(uncfsu.edu\)](#)

uncfsu.edu



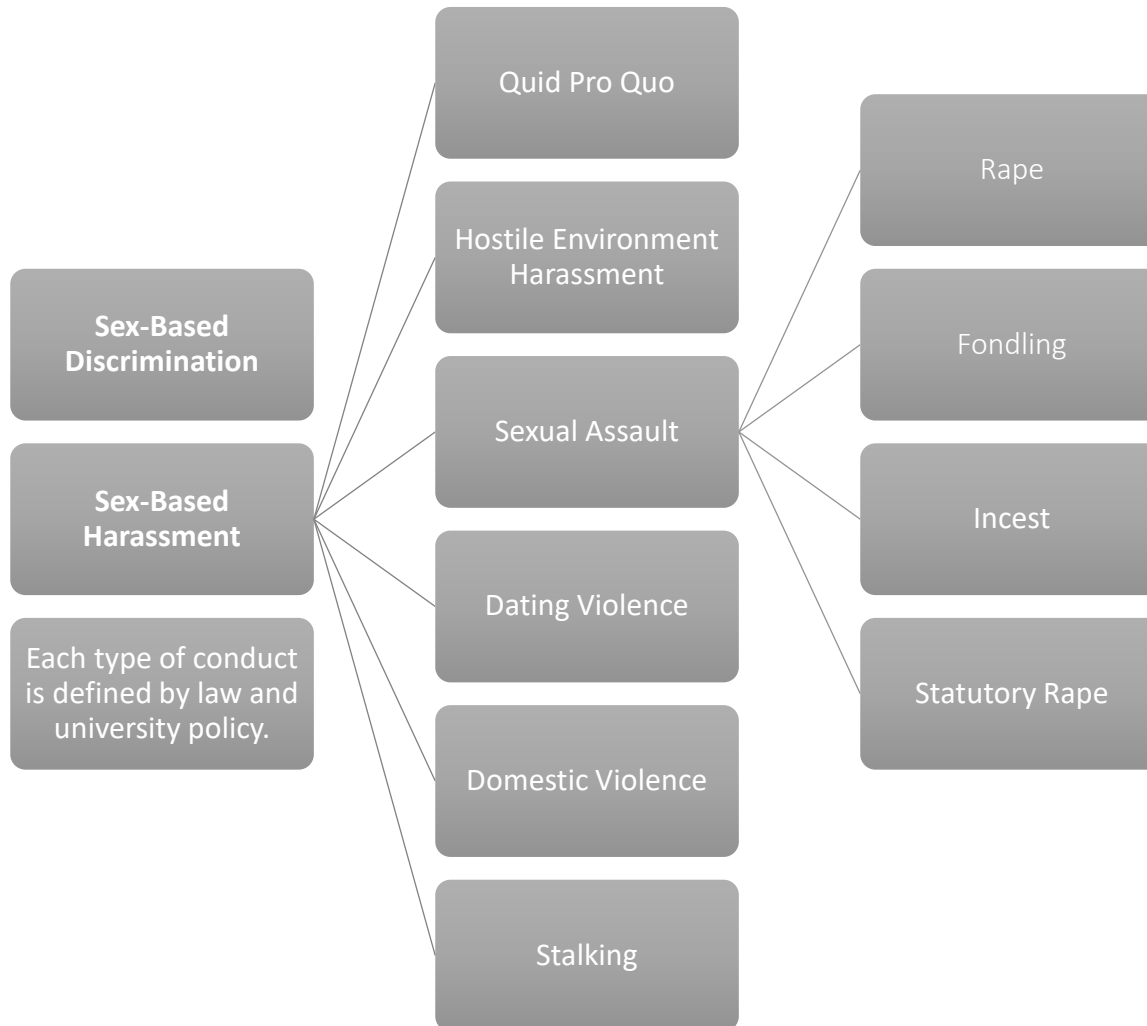
TITLE NINE

TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

20 U.S.C. § 1681 et seq

PROHIBITED SEXUAL CONDUCT



PREGNANCY AND PARENTING

The University may not discriminate based on an applicant's or employee's pregnancy or marital or parental status.

If you are a pregnant or parenting employee, you may contact Ms. Debbie Disbrow in Employee Relations at (910) 672-1455 for information and assistance related to pregnancy and parental leave.

When a student notifies the University of a pregnancy or related condition, the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the University's education programs and activities. Students should contact the Title IX Office for information.

LACTATION SUPPORT

All individuals enrolled in our lactation support program may make use of a quiet, private, and well-equipped space in Williams Hall for their lactation needs while on campus. The lactation lounge provides users with comfortable chairs, refrigerator, microwave, tabletop electrical outlets, and much, much more.

All users are required to register with the Title IX Office before accessing lactation lounge, to ensure our incredible Facilities team members may maintain all CDC and NCDHHS sanitation guidance protocols.

To learn more about the University's lactation support program, receive an Ad Hoc lactation support kit, and other University resources available to assist our campus community and visitors, please contact the Title IX Office. *Email TitleIX@uncfsu.edu.*

REPORTS AND COMPLAINTS

Reports or Complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

Give written or verbal Notice directly to any member of the Nondiscrimination Team. Such Notice may be made at any time (including during non-business hours) by using the telephone number, email address, or by mail to the office of the Chief Title IX Coordinator or any other Nondiscrimination Team member.

Submit Online Notice using the [Nondiscrimination Intake Form](#). Anonymous Notice is accepted, but the Notice may give rise to a need to try to determine the Parties' identities.

Anonymous Notice may limit the University's ability to investigate, respond, and provide remedies. It may not be possible to provide supportive measures to Complainants who are the subject of anonymous Notice.

MANDATORY REPORTERS

- Employees with responsibility for administrative leadership, teaching or advising are designated as Mandated Reporters.
- Mandated Reporters have a legal obligation to immediately report any potential Title IX violation to the Title IX Office.
- All other employees have a legal obligation to provide anyone who may have experienced a Title IX violation with the contact information for the Title IX Office.

WRITTEN REPORTS

Mandated reporters must report in writing. Please email titleix@uncfsu.edu or use the Online Reporting Form.

- You are encouraged to submit the reporting using the Nondiscrimination Intake Form which is linked on the Compliance and Title IX webpages.
- Mandated reporters must provide ALL the information that they have in the report.
- Completion of the intake form ensures Title IX has the necessary information to contact the potential complainant.

NON-RETALIATION STATEMENT

The University strictly prohibits retaliation against individuals for reporting alleged violations of federal law or for cooperating in the University's investigation of alleged violations of federal law.

Retaliation includes threatening, intimidating, or coercive behaviors and materially adverse actions that would deter a reasonable person in the same or similar circumstances from reporting alleged violations of federal law or cooperating in the University's investigation of any such report, even if the behaviors do not ultimately have that effect.

FSU Campus Safety Resources



Police & Public Safety
(910) 672-1775

Student Conduct Office
(910) 672-1788

Student Health Services*
(910) 672-1259

Counseling & Personal Development Center*
(910) 672-1222

Clery Office
(910) 672-2325

Student Affairs
(910) 672-1201

Title IX Office
(910) 672-2325


Housing & Residence Life
(910) 672-1884

Victim Assistance Program
(910) 672-1775

Human Resources
(910) 672-1146

* Confidential Resources provide a free, confidential place for students to seek support, information, assistance, and resources. Employees should contact HR's EAP program for similar resources.



Scan me 

» Fayetteville State University is committed to providing a safe, inclusive, and welcoming environment for all students, employees, applicants, and visitors.



FSU Title IX Office
910-672-2325
TitleIX@uncfsu.edu
@BroncoltsOnUs



uncfsu.edu

FAYETTEVILLE STATE UNIVERSITY TITLE IX OFFICE

Phone: (910) 672-2325

Office: Collins 201

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Online: www.uncfsu.edu/title-ix

