



STEPHEN F. AUSTIN STATE UNIVERSITY

Purchasing and Inventory

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Date - Open

Valued Vendor:

Stephen F. Austin State University is committed to excellence and promoting the highest level of ethical conduct by our administration, faculty, staff and university community. To this end, the university has adopted new ethics and fraud policies to guide behavior. SFA also values its relationships with businesses that provide goods and services to the university. As key contributors to our success, your honest and open communication is critical in establishing and maintaining a safe, secure and ethical environment.

We recently implemented a third party phone and internet-based reporting system called EthicsPoint to provide a confidential reporting system for the university community. This new system allows employees, vendors and customers to report issues or concerns in a totally anonymous and confidential manner. EthicsPoint provides a follow-up and response mechanism, while at the same time protecting reporter anonymity. As a vendor you are in a position to observe not only questionable or unethical behavior by our employees, but also to see areas in need of change to avoid the appearance of unethical behavior.

You may communicate your observations anonymously by logging in on the internet at www.ethicspoint.com or calling toll free (866-294-9539) to file a report or voice a concern. Be assured this is a fast, easy and totally confidential system, and SFA will appropriately investigate each report.

Thank you again for all that you and your company do in support of Stephen F. Austin State University and our employees.

Sincerely,

Diana Boubel
Director of Purchasing and Inventory/HUB Coordinator