



### *Language Access and the Law*

Title VI of the U.S. Civil Rights Act (1964) prohibits entities such as UConn Health who receive funds from the U.S. Department of Health and Human Services (HHS) from discriminating against individuals on the basis of national origin. This prohibition includes engaging in policies or practices that have the effect of precluding or inhibiting equal access to a recipient's programs and activities for patients of limited English proficiency. Please review and familiarize yourself with the policies and procedures UConn Health has established to assure equal access and effective communication with those to whom we provide services, including [Affirmative Action, Non-discrimination and Equal Opportunity](#), [Persons with Disabilities](#), [Interpreter Services at UConn Health](#), [SODM Dental Clinic Manual\(2015\)](#) and [Reporting Compliance Concerns](#).

For more information, please refer to the following educational resources from the Office for Civil Rights, [Effective Communication in Hospitals](#),

[Disability Resources for Effective Communication](#), and [Limited English Proficiency \(LEP\) Resources for Effective Communication](#)

For any questions about this article, contact Margaret DeMeo, Associate Compliance Officer, x1226 or email at [Demeo@uchc.edu](mailto:Demeo@uchc.edu)

### *Disclosure of Necessary Expenses*

When a UConn Health employee presents at a conference, participates on a discussion panel, writes an article or conducts some other activity in his or her "official state capacity", payment or reimbursement of "necessary expenses" associated with that event may be accepted. These expenses include transportation to and from the activity (coach travel), lodging (standard cost of room for the nights before, of, and immediately following the event), meals and related conference expenses. Within 30 days of receipt, employees must report the payment or reimbursement directly to the Office of State Ethics (OSE) using the online "Report of Necessary Expenses" ([ETH-NE](#) form) and [instruction guide](#).

For questions please contact Ginny Pack, Ethics Liaison, at x1280 or [pack@uchc.edu](mailto:pack@uchc.edu) or the Office of State Ethics at (860) 263-2400.

### *Did You Know?*

- We feature a monthly Compliance Quandary on our website which may be found at: <http://audit.uconn.edu/uconn-health-quandaries/>
- Previous editions of our quarterly newsletter may be found at: <http://audit.uconn.edu/uconn-health-compliance-courier/>



## Top Ten State Code of Ethics Rules

1. **Always seek advice.**
2. In general, you may not accept gifts from a lobbyist or anyone doing business with or seeking to do business with UConn Health. There are some exceptions but they must be carefully considered.
3. Decline or return gifts that do not meet the gift exception criteria.
4. Gifts exchanged between supervisors and subordinates may be valued at no more than \$99.99 *per gift*.
5. You may not use your state position or take official action if it results in a financial gain or loss for you, your family, or a business with which you are associated.
6. Use state time, personnel, materials or equipment only for State business.
7. You may not accept outside employment that impairs your independence of judgment or that requires you to disclose confidential information learned from your UConn Health position.
8. If you, your family or an associated business seek to enter a contract with the State, certain rules must be followed.
9. A supervisor may not hire a subordinate to work for his or her outside business; it is also impermissible for a subordinate to hire a supervisor.
10. When you leave State service, there are restrictions on where you may work and what actions you may take. Some restrictions last one year; others a lifetime.

\* Adapted from the Office of State Ethics *Top Ten Ethics Rules*.

For more information about the State Code of Ethics, refer to the [Office of Audit, Compliance and Ethics](#) or [Office of State Ethics](#) websites.

For questions or for guidance regarding a specific situation, contact Ginny Pack, UConn Health Ethics Liaison at 860-679-1280 or [pack@uchc.edu](mailto:pack@uchc.edu). You may also contact the Office of State Ethics directly at 860-263-2400 or [ethics.code@ct.gov](mailto:ethics.code@ct.gov).

## REPORTLINE

1-888-685-2637

