

Compliance Courier



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Annual Compliance Training Information

Faculty and Staff are **REQUIRED** to complete Compliance Training every year. You may complete the training in person **OR** online.

Remaining Dates for In-Person Sessions, held at the Student Union Theatre, are:

Tuesday, April 18, 2017 at 1:00-2:30 PM and Thursday May 4, 2017 At 10:00-11:30 AM

To register for an in-person session, please use the following link: [Compliance Training Registration](#). Individuals arriving later than 10 minutes after the start of the session will not be admitted. To receive credit for the training, attendees must remain for the entire session.

To complete the web-based (online) training click [here](#). This year the training will be launched in the Saba platform, providing more ease of use and better tracking of attendance. Any technical questions should be directed to Brandi Morrell in Human Resources at 860-486-0422.

Any compliance questions may be directed to: Liz Vitullo at 860-486-2530 or email compliance.training@uconn.edu. The deadline to complete this year's training is **May 17, 2017**.



Phishing— Protect Yourself from Scams

Phishing, n. *The fraudulent practice of sending emails purporting to be from reputable companies in order to induce individuals to reveal personal information, such as passwords and credit cards. (Oxford Online Dictionary).*

Cyber security has become more complex over the years, yet one thing remains clear: some of the most effective phishing attacks can be quite simple. Hackers use basic tactics, such as impersonation, to attempt to deceive their target and gain access to valuable information, systems or networks.

Employees should always be the lookout for these attacks, because a successful “phishing expedition” may lead to both personal and institutional harm. In general, you should never volunteer confidential or personal information based on any contact that you did not explicitly initiate. Furthermore, the University or any reputable organization will never ask you for your password. If you have questions about the validity of a message, ask the UITS Help Center (helpcenter@uconn.edu) to review it. Common phishing elements are described at: <http://security.uconn.edu/2017/02/14/0214-w2-phishing-scam-alert/>. Any message suspected to be a phishing attempt can also be forwarded to reportphishing@uconn.edu.

For more information on phishing attacks, including additional tips on how to protect yourself from phishing scams, please visit: uits.uconn.edu/2017/01/27/phishing-attacks-and-how-to-avoid-being-scammed/.

Congrats to the Spirit Award Nominees!

The UConn Spirit Awards honors staff and faculty for stellar contributions and dedication to civility in the workplace. We are proud that one of OACE's own, Omar Andujar, has been nominated this year among other outstanding peers.

REPORTLINE



1-888-685-2637



<https://uconncares.alertline.com/gcs/welcome>



MINOR PROTECTION AT UCONN UPDATES & REMINDERS

Promoting a welcoming and secure environment for minors at UConn

HELP SPREAD THE WORD!

Did you know that April is National Child Abuse Prevention Month?

During this month-long observance, communities and organizations across the country raise public awareness about preventing child maltreatment and enhancing child well-being. Throughout the past year, the University of Connecticut has announced a number of initiatives intended to promote a safe and secure experience for children and youth at UConn. These resources include the [Protection of Minors and Child Abuse and Neglect Policy](#) and [Procedures](#), an online training module, and [UConn's Minor Protection website](#). Below are a few more key reminders and updates regarding University's Minor Protection Program. If you have not already done so, we invite you to become acquainted with these resources and help spread the word in order to increase awareness about UConn's Minor Protection efforts.

Reporting Expectations

Virtually all University employees are Mandated Reporters of child abuse and neglect, and must comply with the reporting requirements in state mandated reporting laws. It is important for units hosting youth activities to have clear steps for reporting known or suspected child abuse or neglect, and to share such expectations with those working with minors.

Key Reminders on Reporting Child Abuse/Neglect:

If you witness child abuse or if there is an imminent or on-going threat to an individual or the community, immediately call 9-1-1.

Child abuse and/or neglect must be **verbally reported** to the CT Department of Children and Families (DCF) and/or law enforcement, **as soon as possible, but no later than 12 hours.**

Within **48 hours** of making verbal reports, a **written report must be made** to DCF using [DCF's 136 Form](#).

In addition to statutory reporting requirements, University employees must also comply with any other University policies that impose additional reporting obligations, such as the [Policy Against Discrimination, Harassment, and Related Interpersonal Violence](#).

Visit <http://minorprotection.uconn.edu/reporting/> for additional guidance on reporting child abuse and/or neglect.

Did you hear? We're ON-AIR.

The Office of Audit, Compliance and Ethics launched a new podcast series (Compliance Chats) intended to keep faculty and staff up-to-date on various compliance matters. Its most recent episode highlighted UConn's Minor Protection Program. [Click Here](#) to tune-in!

Timely registration of activities

University activities involving minors must register with the Minor Protection Program at least 30 days prior to the start of the activity. Not hosting a program for a few months? That's okay! You can start the registration process as early as you would like. [Click Here](#) to learn about the registration process.

Minors in Labs

In addition to meeting UConn's Protection of Minors requirements, activities involving minors in labs or in environments with chemicals or hazardous materials must also comply with applicable lab safety requirements. For additional guidance please [contact EH&S](#).

Wait... What do we have to do again?

In an effort to assist units with navigating through standards for University activities involving minors, we have developed a number of tools and resources. For more information, please visit our website at <http://minorprotection.uconn.edu/tools-and-resources/>.

Also feel free to [email us](#) or contact us at (860) 486-5682.

