Policies are the University’s primary method for communicating to employees the right course of action when undertaking specific activities on behalf of the institution. Over the last 7 months the University adopted or significantly revised the policies linked below in order to make them clearer and easier to use. Please take a moment to review the summaries below and be sure you are familiar with these policies. All University-wide policies are published at [http://policies.cua.edu](http://policies.cua.edu). Please contact Vin Lacovara at (202) 319-6170 or lacovara@cua.edu if you have questions about University policies.

1. **Conflict of Interest Policy for Staff and Faculty** - This policy was revised to better define the types of situations that constitute potential conflicts. This revision also emphasizes that employees must disclose potential conflicts and obtain advance approval before initiating any transaction or engaging in any decision on behalf of the University. All employees should be aware of this Board-approved policy.

2. **Emergency Preparedness, Reporting, Response and Recovery Policy** – This policy was revised to incorporate into one consolidated document more specific guidance and resources for members of the University community to use in preparing for, reporting, and responding to emergencies. All members of the University community should be aware of this policy.

3. **Non-Retaliation Policy** – This policy, recently approved by the Board of Trustees, emphasizes that violations of laws or policies should be reported through normal administrative channels or by using the University’s anonymous *Compliance and Ethics Helpline*. All good faith reports can be made free from fear of retaliation. All employees should be aware of this Board-approved policy.

4. **Procurement Card Policy** – This policy was revised to clarify the types of charges that are permissible with a Procurement card, and those that are prohibited. All Procurement cardholders and those who approve Procurement card transactions are responsible for knowing and following this policy.

5. **Tuition Assistance Policy** – This policy was revised to change the eligibility requirement for tuition remission exchange from four (4) years of employee service to two (2) years of service. All employees eligible for the tuition remission exchange benefit will want to be aware of this policy change.