December 13, 2005

MEMORANDUM

TO: All TTI Employees

FROM: Herbert H. Richardson  
       Director

SUBJECT: Fraud Notification Policy

Do The Right Thing!!

The A&M System Ethics Policy identifies the ethical standards and principles that all employees are expected to follow, regardless of their rank or position. When these standards, as well as established policies and procedures are not followed, the resulting behavior may be dishonest, unethical or even criminal.

When A&M System employees have information about dishonest, unethical or criminal activities that might affect any A&M System member, it is their responsibility to report that information to the A&M System Internal Audit Department. These activities include, but are not limited to, theft, corruption, misuse of System vehicles and/or equipment, and conflicts of interest.

To report these activities, contact the System Internal Audit Department at (888)-501-3850 or (979) 458-7115 or at http://sago.tamu.edu/iaudit. Information can also be mailed to The Texas A&M University System Internal Audit Department, 1200 TAMU, College Station, TX 77843-1200. All reports are anonymous.