

COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

OFFICE OF THE GENERAL COUNSEL

June 2012

Dear Colleagues:

Individuals working together, consistently upholding the highest standards of ethical conduct, have earned Columbia University's reputation as one of the premier academic and research institutions in the world. Integrity and ethical behavior are key values, and are everyone's responsibility.

Regardless of your role at the University, or your place on the organizational chart, we count on you to adhere to these principles and to promote a positive working environment.

In that spirit, we ask that you familiarize yourself with the [Administrative Code of Conduct](#), including the Statement of Ethical Conduct. A copy of these important documents will be sent to you via interoffice mail shortly for your reference. The principles embodied in them guide and govern interactions at the University and promote an environment of respect that is central to its success and that of the individuals who work here: respect for others; respect for information; respect for property; respect for governance.

Our collective commitment to these values ensures that the reputation of this great institution is upheld. The obvious basic principles of Ethical Conduct are:

- Be honest, ethical and truthful.
- Obey the law.
- Follow University policies and procedures.

If you have an ethical or compliance concern, Columbia has a variety of resources to help. [Click here](#) for examples of ethical or compliance concerns and resources. Additionally, the [Compliance Hotline](#) is a confidential channel for employees to report or seek guidance on possible ethical or compliance issues. It is available to Columbia faculty and staff by the telephone (866)-627-3768 and the [web](#) with confidential intake and report handling, and the option to report anonymously. There is no tolerance for retaliation against those who report an ethical or compliance concern in good faith.

For additional information on University compliance programs, including select policies and compliance training links, please visit the [University Compliance](#) website.

Maintaining the highest standards of ethical conduct is integral to making Columbia a successful institution and a great place to work. We know that we can count on your active participation in this effort, and we welcome your suggestions and input. Thank you in advance for your cooperation.

Best regards,

John H. Coatsworth
Provost

Lee Goldman
*MD, Dean of the Faculties of Health Sciences and Medicine,
Executive Vice President for Health and Biomedical Sciences*

G. Michael Purdy
Executive Vice President for Research

Robert Kasdin
Senior Executive Vice President