



Campus Colleagues,

Creating an ethical and safe workplace is of the utmost importance to Mines leadership. Mines expects its faculty, staff, graduate teaching and research assistants, undergrad student employees, and volunteers to perform the duties of their positions ethically and with integrity. Section 6 of the Faculty Handbook, Section 4 of the State Employee Handbook, and the Student Code of Conduct provide more detailed explanations of these expectations.

We all share the responsibility of creating a highly ethical, positive campus environment. This includes the responsibility to *SpeakUP* when you see or experience misconduct of any kind. Mines provides various mechanisms to assist and encourage individuals to come forward with reports or concerns about suspected misconduct and compliance issues. While partnering with your supervisor or department head to address concerns is best, we understand that there may be times when you feel uncomfortable pursuing such interactions.

Mines has a third-party reporting system called [SpeakUP@Mines](#). This system allows you to use an outside party to advise Mines of misconduct or areas of concern. Your concerns can be anonymous if you so choose when making a report. The [SpeakUP@Mines webpage](#) contains reporting and contact information.

The [Whistleblower Policy](#) provides protection to report without fear of reprisal or retaliation. Whistleblower reports made to a supervisor or department head are to be forwarded immediately to the Director of Internal Audit upon receipt by the supervisor or other personnel.

*The reporting tool is not designed or intended for day-to-day disagreements or differences of perspective (these issues should be addressed with your supervisor, department head, or leadership team member). The reporting tool is **NOT** for emergencies—call 9-1-1 to obtain immediate assistance from Campus Police.*

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I, the undersigned Colorado School of Mines employee, acknowledge receiving the above information. I understand I am supposed to perform my job duties ethically and with integrity. My signature below indicates my acknowledgement of this responsibility.

\_\_\_\_\_  
Employee Name (please print legibly)

\_\_\_\_\_  
CWID

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employing Department