



**Responsible Office:** Financial Affairs and Treasury Services

**Effective Date:** April 12, 2016

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**Policy Statement**

This policy outlines the responsibilities and proper procedures for safeguarding University assets.

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**Purpose of Policy**

The purpose of this policy is to outline proper procedures for all University employees in order to safeguard University assets and prevent misuse of property.

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**Applicability**

This policy applies to all employees of the University.

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**Policy Details**

Brandeis University requires its community members, including faculty, staff, and students, to protect University funds and property under their control from fraud, embezzlement, theft, loss, and misuse. This protection mandates vigilance in safeguarding individual University assets, along with the development and monitoring of departmental procedures to prevent and reduce the opportunity for fraud or other similar misconduct.

Examples of fraud, embezzlement, theft, loss, and misuse include, but are not limited to, dishonest financial reporting, falsification of expense or travel reports, misrepresentation in worker's compensation or insurance claims, kickback, bid rigging in procurement, property damage, personal use of University funds or properties, and unauthorized use of the University's employer identification number.

Allegations of fraud or other similar misconduct will be investigated by designated Brandeis personnel. If violations of University policy have occurred, disciplinary action shall be taken, up to and including suspension or immediate termination of employment. If warranted, the University may submit appropriate referrals to the criminal justice system.

No Brandeis community member shall knowingly alter, destroy, mutilate, conceal, cover up, falsify or make a false entry in any record, document or tangible object with the intent to impede, obstruct or influence any federal investigation or administrative matter. Such action will lead to disciplinary action and/or criminal prosecution.

The University is committed to the prevention of retaliation against Brandeis community members who make good-faith allegations of fraud or other misconduct.

Violations of this policy shall be directed to the Office of Human Resources.