

Date:  
July 11, 2018

FROM:  
Charlie Lane, Senior Vice President and Chief Operating Officer  
Elizabeth Ruszcyk, Chief Compliance Officer

SUBJECT:  
Mandatory Compliance Training Beginning in August  
The University of Florida will launch a new university-wide compliance training course this August. The online training is mandatory for all University of Florida employees, as required by Florida Board of Governors' Regulation 4.003. The training will introduce the UF Compliance Program and review important provisions of the Florida Code of Ethics. It will also discuss the Compliance Hotline, UF's non-retaliation policy and the responsibilities and reporting expectations of all UF employees. The training will be available on August 1 and must be completed no later than October 15, 2018. Please be on the lookout for an email notification from myTraining about completing the course. The name of the training module is "Compliance: A Collaboration for Success!" We ask for your assistance in underscoring the importance of this training and the need for all of your employees to complete it promptly. The training is concise and should take no more than 20 minutes to complete. Once completed, the training requirement will be satisfied for two years. As you are aware, the University of Florida is a complex environment regulated by a wide variety of entities. Ensuring every employee stays up-to-date on current laws, regulations, rules, policies and procedures is of utmost importance and is critical to the university's success.

For more information or questions, reach out to UF Compliance Office at (352) 294-8720 or [UF-Compliance@ufl.edu](mailto:UF-Compliance@ufl.edu).

=====  
NOTE: This and other Administrative Memos are maintained at: <http://administrativememo.ufl.edu>  
(ALL ATTACHMENTS TO ORIGINAL MEMOS ARE POSTED HERE)  
=====