



Office of General Counsel

THE TEXAS A&M UNIVERSITY SYSTEM

SB 17 Response Procedures

The following outlines intake procedures and the response process members should follow upon receipt of reports of potential violations of, or inquiries pursuant to, SB 17.

Report of potential SB 17 violation:

1. All reports of a potential violation should be directed to the Risk, Fraud, and Misconduct Hotline at:

<https://secure.ethicspoint.com/domain/media/en/gui/19681/index.html>

2. Any emails, calls, text messages or communications of any kind, including articles and media reports of violations, should be forwarded to the member's Compliance Officer who will report the communication via the Risk, Fraud, and Misconduct Hotline as indicated above.
3. The members should respond to all communications concerning SB 17 by confirming their commitment to following the law, reminding the reporter of the process for handling the complaint, and affirming that compliance will review the alleged deficiencies. The following is a response template members can use for this purpose:

This is to confirm the receipt of your (email, letter, phone call.) Pursuant to Texas A&M University System policy, all complaints will be filed and investigated through the Office of Compliance. The System is committed to following state law, and reports of noncompliance will be reviewed and, if necessary, deficiencies corrected in accordance with SB17.

All member responses must be copied to the member CEO and OGC at SB17@TAMUS.edu.

For complaints reported directly to the hotline, an acknowledgment of receipt will be sent from SECO to the person filing the complaint.

Response to Media:

1. Direct calls/contact from media

Members should instruct their employees to do the following in response to direct calls or contact from the media:

- a. All calls/contact from any media outlet should be directed to Laylan Copelin, Vice Chancellor for Marketing and Communications.
- b. Media call/contact also should be reported by Marcom via the Risk, Fraud, and Misconduct Hotline at:

<https://secure.ethicspoint.com/domain/media/en/gui/19681/index.html>

2. Published articles

Members should direct their employees to do the following in response to published articles:

- a. All published articles should be reported via the Risk, Fraud, and Misconduct Hotline at:

<https://secure.ethicspoint.com/domain/media/en/gui/19681/index.html>

- b. MarCom will respond to the appropriate media outlet when necessary.