



# UNIVERSITY OF RICHMOND

## Policy Manual

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<b>Policy #:</b>	HRM-6002	<b>Policy Title:</b>	Compliance Training Policy
<b>Effective:</b>	10/23/2023	<b>Responsible Office:</b>	University Office of Compliance
<b>Date Approved:</b>	10/23/2023	<b>Approval:</b>	Vice President and General Counsel
<b>Replaces Policy Dated:</b>	N/A	<b>Responsible University Official:</b>	Director of Compliance

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**PURPOSE:**

The purpose of this policy is to promote compliance with applicable laws and to set clear expectations for staff and faculty regarding their responsibility to complete assigned compliance training

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**SCOPE:**

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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**POLICY STATEMENT:**

### *HRM-6002.1 – Definitions*

Employees shall mean all regular full and part time staff and faculty, including faculty on nine-month contracts, visting faculty, and adjunct faculty. Employees, as used in this policy, shall also include student, seasonal, casual, or temporary workers.

# HRM-6002 – Compliance Training Policy

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## *HRM-6002.2 – Policy*

All University employees, are required to complete compliance and other training as assigned, which will differ in type and frequency based on their role and responsibilities. Specific training requirements are determined based on an employee’s job function and in accordance with other University policies and state and federal laws and regulations.

## *HRM-6002.3 - Non-Compliance with Training Obligations*

Failure to complete required training may result in disciplinary actions pursuant to applicable University policies and procedures.

## **RELATED POLICIES:**

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Faculty Handbook

University Progressive Disciplinary Process

## **POLICY BACKGROUND:**

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Policy was created in 2023. Reviewed by President’s Cabinet on October 16, 2023 and approved on October 23, 2023.

## **POLICY CONTACTS:**

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Director of Compliance