

## **Financial Stewardship & Ethical Conduct What You Need to Know**

### **What is financial stewardship & ethical conduct?**

- Using resources sensibly and ethically including time, funding, people, and property
- Applying good judgement when using or managing the resources entrusted to us
- Managing yourself using the principles of honesty, integrity, fairness, and good faith
- *Doing the right thing!*

### **What is fraud?**

- Any illegal act that involves deceit, concealment, or violation of trust
- Done to obtain money, property, services, avoid payment or loss of services, or secure a personal or business advantage
- Does not include threats of violence or use of physical force, such as physical theft of property

### **What is a financial irregularity?**

Broader than fraud and includes:

- Violation or deliberate disregard of policies and ethical standards
- Excessive spending
- Waste
- Failing to safeguard assets

### **What University policies provide for reporting of concerns of fraud and financial irregularities?**

- Fraud and Financial Irregularity Reporting
- Responsible Conduct of Research
- Safe Disclosure (Whistleblower)

### **Where can I find the University policies?**

- On the University website  
<https://umanitoba.ca/governance/governing-documents>

### **What are my responsibilities?**

- Know how to recognize and report fraud and financial irregularities
- *See something, say something!*

### **How do I know if something is reportable?**

- Ask yourself – how would this concern be perceived if it were on the 6 pm news?
- If you are unsure, ask!

### **Who do I report concerns of fraud or financial irregularities to?**

- Your immediate supervisor
- If you are uncomfortable reporting to your supervisor, contact a central unit like Human Resources, Financial Services or Audit Services

### **Can I report concerns anonymously?**

- Yes, use the online reporting tool at  
<https://umanitoba.ca/audit-services/form/report-fraud-and-financial-irreg>

### **What do I do if I witness someone stealing University property?**

- Call Security Services immediately, see their website for contact information  
<https://umanitoba.ca/security/>

### **Where can I learn more about my responsibilities to report fraud and financial irregularities?**

- View the 45-minute Financial Stewardship and Ethical Conduct course on UM Learn (must have a umanitoba.ca email account to register)
- Visit <https://umanitoba.ca/audit-services/>
- Contact Audit Services by email at [audit.services@umanitoba.ca](mailto:audit.services@umanitoba.ca) to discuss your concerns or ethical dilemmas confidentially