UNIVERSITY of ALASKA

Many Traditions One Alaska

BEFORE YOU ACT

Five quick questions to pause, check and ask before you proceed.

1 **Is it allowed?**

Does a law, regulation, UA policy, or contract apply to what I am about to do?

2 **Is it accessible?**

Could someone with a disability access this document, website, communication, service or event?

3 **Is the information protected?**

Am I sharing, storing, or entering university information appropriately, including information entered into an AI tool?

4 **Is there a conflict?**

Could a personal, financial, or outside relationship affect, or appear to effect, my university responsibilities or decisions?

5 **What should I do of I am unsure?**

Stop and ask the appropriate supervisor, university office, or compliance resource before proceeding.

SIMPLE RULE: If you are unsure, pause and ask before you act.

You do not need to know every answer yourself.

UA COMPLIANCE RESOURCES

UA Compliance
alaska.edu/compliance

UA Confidential Hotline
alaska.ethicspoint.com
1-855-251-5719