



October 1, 2012

To the Stevens Community:

Since I joined Stevens fifteen months ago, I have emphasized the importance of excellence and compliance with legal and ethical principles in all that we do. These values are critically important to our new Strategic Plan and will be essential as we strive to achieve new and greater goals at Stevens.

Last November, I wrote to you to inform you that we had implemented a Compliance Hotline where notification of compliance problems, issues or questions could be registered. This past spring, we implemented an online training module dedicated to the topic of ethics and made that training mandatory for all faculty and staff.

Today, I am writing to you about additional aspects of compliance that should impact your work at Stevens every day. I am attaching a compliance guide which was prepared with input from the various offices responsible for compliance at Stevens. I ask that each of you read this compliance guide very carefully, discuss it within your office and with colleagues across campus, work diligently to implement the practices and approaches described in the guide and bring any questions or comments to the attention of our General Counsel or Chief Compliance Officer. I ask that faculty and staff with management responsibilities make time in staff meetings to review the guide and convey support for the principles and values embodied within it. Working together collaboratively across the institution, both in our daily work and in identifying and solving compliance issues, will stand us in good stead as individual employees, as a community that values compliance with law and as a successful university capable of instilling these same values in our students.

Please keep this memorandum and the attached guide for future reference. I will write to the community each year to provide updated information about compliance resources at Stevens. The offices which are responsible for overseeing compliance in various areas at Stevens, as described in the guide, will also be in contact with you and/or your departments about additional efforts. I ask that each of you commit to increasing your focus on compliance issues and strive to make compliance part of your day-to-day work on behalf of Stevens. In these efforts, please be as collaborative with your colleagues across the campus as possible. Stevens will benefit greatly if we are successful in our compliance efforts.

Sincerely,

Nariman Farvardin

President, Stevens Institute of Technology