

**1. Become familiar with the Conflict of Interest Operating Policies and abide by them (TTU Operating Policies: 10.11, 54.08, 70.37).**

**2. Make your passwords hard to guess and never share your passwords.**

**3. Completely review and understand documents before signing anything.**

**4. Never give anyone permission to sign your name.**

**5. Secure your laptop and research data. Ensure laptops have adequate virus protection.**

**6. Long distance calls should relate to University business.**

**7. Except for incidental personal use, use University assets for institutional purposes only.**

**8. Limit access to your labs and offices to ensure that property and research efforts are protected against loss.**

**9. Make sure you understand the financial rules governing your grant activities. Do not rely on others to tell you what is acceptable.**

**10. Pay attention to what your employees are doing.**

