In each of the scenarios below, find the appropriate policy that would provide guidance on what you should do.

1. You are sitting at your desk one morning and the phone rings. On the line is a reporter from the Richmond Times Dispatch. The reporter is writing a story about a few of our great Richmond students and they need your help to complete the story. The reporter thinks it would be great to show how smart the students are by including their grade point averages. They ask you to look the students up and provide them with that information.

Q: What Policy should you consult to see if this is something you should do?
A: ____________________________________________

2. You are driving supplies across campus in a University vehicle. This job is one you have done many times over the course of the semester. Today, you get stuck behind a construction truck on campus and all traffic has come to a dead stop. You decide to have a quick smoke break while you are stopped.

Q: What Policy should you consult to see if this is something you should do?
A: _____________________________________________________________________

3. You just found out your best friend is running for local office. You are very excited and are sure they are the best candidate. You want to let everyone on campus know how great this person is and that they are the best individual for the job. You decide to send out campaign information through email on your richmond.edu account.

Q: What Policy should you consult to see if this is something you should do?
A: _____________________________________________________________________

4. Your boss has asked you to arrange for the videotaping of a dance class here on campus. Your sister has a great company that videotapes recitals all the time and you reach out to her for the job. You have a p-card and plan on paying your sister’s company with it.

Q: What Policy should you consult to see if this something you should do?
A: _____________________________________________________________________

Email completed forms to khender3@richmond.edu to be entered into a prize drawing.