Texas A&M AgriLife is committed to upholding the highest standard of ethical conduct and compliance with the legal obligations of the AgriLife agencies. In support of these efforts, the AgriLife Ethics and Compliance Office has been established within AgriLife Administrative Services to provide ethics and management advisory services, as well as to promote compliance with applicable federal, state, Texas A&M University System, and agency laws, policies, regulations, and procedures.

### ETHICS AND COMPLIANCE LEADERSHIP

Debra ‘Debi’ Fincher, Director | 979.845.4789 | debra.fincher@ag.tamu.edu  
Stephanie Payton, Executive Assistant II | 979.862.2689 | stephanie.payton@ag.tamu.edu

## FUNCTION

| Audit Liaison | Provides assistance and management support when units interact with internal and external auditors as well as for audit follow up and hotline investigations. | Michael DuBose  
Debi Fincher | 979.845.9281  
979.845.4789 | michael.dubose@ag.tamu.edu  
debra.fincher@ag.tamu.edu

| Ethics Point/Investigations | Receives and investigates allegations of fraud, waste and abuse as well as violations of A&M System policy, AgriLife rules and procedures and state and federal laws. | Debi Fincher  
Michael DuBose  
Iana Greive | 979.845.4789  
979.845.9281  
979.314.0485 | debra.fincher@ag.tamu.edu  
michael.dubose@ag.tamu.edu  
iana.greive@ag.tamu.edu

| Enterprise Risk Management/Ethics and Compliance Plans | Assists with completion of agency’s annual enterprise risk management plan/matrix, as well as ethics and compliance plans. | Michael DuBose  
Debi Fincher | 979.845.9281  
979.845.4789 | michael.dubose@ag.tamu.edu  
debra.fincher@ag.tamu.edu

| Environmental Health and Safety | Provides services that promote a healthy and safe environment and ensure regulatory compliance. | Kevin Helmer  
Charlotte Bajoie | 979.458.3289  
979.862.9199 | kevin.helmer@ag.tamu.edu  
cbajoie@tamu.edu

| Export Controls | Implements risk-based procedures to safeguard against export controls violations in the areas of sponsored research, educational activities, visitors, employment, international activities, financial transactions, contracts, shipments and technology commercialization. | Jamie Ausley  
Alex Cleghorn | 979.458.8214  
979.845.4766 | jlausley@ag.tamu.edu  
alexandra.cleghorn@ag.tamu.edu

| Financial Conflict of Interest | Provides support in management, reduction, and/or elimination of financial conflicts of interest in research. | Kevin Helmer  
Iana Greive | 979.458.3289  
979.314.0485 | kevin.helmer@ag.tamu.edu  
iana.greive@ag.tamu.edu

| Hemp in Research | Provides support in research involving Hemp. | Alex Cleghorn  
Jamie Ausley | 979.845.4766  
979.458.8214 | alexandra.cleghorn@ag.tamu.edu  
jlausley@ag.tamu.edu

| International Travel | Liaises with System Risk Management to provide assistance with travel to extreme-risk countries and regions. | Jennifer Green  
Jamie Ausley | 979.862.6307  
979.458.8214 | jkgreen@ag.tamu.edu  
jlausley@ag.tamu.edu

| Management Advisory and Compliance Services | Assists units with methods of improving performance and productivity through analyzing processes for efficient and effective operation and preparation for audits. | Michael DuBose  
Kevin Helmer  
Iana Greive | 979.845.9281  
979.458.3289  
979.314.0485 | michael.dubose@ag.tamu.edu  
kevin.helmer@ag.tamu.edu  
iana.greive@ag.tamu.edu

| Indirect Nepotism | Assists with regulations governing the employment of relatives or close acquaintances as related to sponsored research projects. | Jamie Ausley  
Alex Cleghorn | 979.458.8214  
979.845.4766 | jlausley@ag.tamu.edu  
alexandra.cleghorn@ag.tamu.edu

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<thead>
<tr>
<th>Department</th>
<th>Description</th>
<th>Contact Information</th>
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| Open Records                          | Manages public information requests and compilation of responses to comply with the Texas Public Information Act. | Jennifer Green
Jamie Ausley
979.862.6307
979.458.8214
jkgreen@ag.tamu.edu
jlausley@ag.tamu.edu |
| Programs for Minors                   | Provides support and guidance for events involving minors, including in laboratories and in programs such as Texas 4-H. | Kevin Helmer
Iana Greive
979.458.3289
979.314-0485
kevin.helmer@ag.tamu.edu
ianagreive@ag.tamu.edu |
| Records Management                    | Assists units in compliance with state and A&M System records management requirements and approves destruction requests. | Jennifer Green
Jamie Ausley
979.862.6307
979.458.8214
jkgreen@ag.tamu.edu
jlausley@ag.tamu.edu |
| Research Compliance                   | Provides support in research areas related to Biosafety (IBC), Animal care and use (AACUC, IACUC) and Human Subject research (IRB). | Alex Cleghorn
Iana Greive
979.845.4766
979.314.0485
alexandra.cleghorn@ag.tamu.edu
ianagreive@ag.tamu.edu |
| Rules and Procedures                  | Coordinates the development, review, and approval of all new and revised agency rules and procedures. | Shannon Prescott
Stephanie Payton
979.458.5291
979.862.2689
shannon.prescott@ag.tamu.edu
stephanie.payton@ag.tamu.edu |
| Unmanned Aerial Systems               | Provides coordination for compliance with federal, System, and agency laws, policies, rules and procedures in the use of unmanned aerial systems for research. | Iana Greive
Jennifer Green
979.314.0485
979.862.6307
ianagreive@ag.tamu.edu
jkgreen@ag.tamu.edu |