Your Health — Our Resources

In today’s busy world it is often hard to stay on top of your health — rather it is eating right, getting enough exercise, knowing the right questions to ask your doctor, etc. At Emory, we realize that our employees may sometimes need guidance on staying healthy so we have created several health and wellness programs through the Faculty Staff Assistance Program (more fondly known as FSAP) to provide you with resources while at work.

You can take steps to a healthier you by visiting one of the two automatic blood pressure kiosks that FSAP recently installed. The kiosks are easy to use, and there is no cost to use the machine.

Blood Pressure Kiosk Locations:
• Campus Services Employee Break Room
• Human Resources Break Room, 1762 Clifton Road

(Interesting Fact: The kiosks, which have been in place since September 2006, were installed so that faculty and staff can check and monitor their blood pressure in the work place. To date, the kiosks have been used to check over 5,000 blood pressures.)

Additionally, FSAP provides manual blood pressure screenings through out the Emory University community where you can have your pressure checked and discuss the results with a FSAP staff member. The team can provide answers about heart disease, medication questions, lifestyle changes, exercise, nutrition and referral information.

Upcoming blood pressure screenings:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
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<tbody>
<tr>
<td>March 5</td>
<td>Rollins School of Public Health - Rita Anne Rollins Room</td>
<td>1–2:30 p.m.</td>
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<tr>
<td>March 6</td>
<td>The Carter Center - Executive Dining Room</td>
<td>11 a.m.–Noon</td>
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<td>March 7</td>
<td>Carter Center-Kirbo Building</td>
<td>Noon–2 p.m.</td>
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<tr>
<td>March 12</td>
<td>Yerkes Main Station-Bourne Seminar Room</td>
<td>11 a.m.–12:30 p.m.</td>
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<td>March 19</td>
<td>Grady FOB-Class Room 103</td>
<td>11 a.m.–12:30 p.m.</td>
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<tr>
<td>March 20</td>
<td>Nell Hodgson Woodruff School of Nursing- Auditorium Lobby</td>
<td>11 a.m.–12:30 p.m.</td>
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For more information about locations and times of the campus blood pressure screening clinics, please contact the FSAP at 404-727-WELL, or visit www.emory.edu/fsap.

Rooms for Nursing Mothers

BY ALI CROWN, director of the Center for Women at Emory

Women at Emory have joined the increasing number of women everywhere who are continuing to breast-feed after returning to work or school.

With 11 private lactation spaces around campus — and more to come — and an abundance of information available to the Emory community, it’s no surprise that Emory has established itself as a breast feeding-friendly environment in a relatively short period of time.

CAMPUS LACTATION ROOMS

<table>
<thead>
<tr>
<th>Locations</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Center for Women, Cox Hall</td>
<td>Roslyn Sledge 404-727-2031</td>
</tr>
<tr>
<td>Miller-Ward Alumni House</td>
<td>Missy Rodil 404-712-8995</td>
</tr>
<tr>
<td>Rollins School of Public Health</td>
<td>Vanda Hudson 404-712-8378</td>
</tr>
<tr>
<td>Whitehead Biomedical Research Building</td>
<td>Jan Hawes 404-727-5653</td>
</tr>
<tr>
<td>Woodruff Library, Schatten Gallery</td>
<td>Joyce Piatt 404-727-0134</td>
</tr>
<tr>
<td>Yerkes Primate Research Center</td>
<td>Lisa Newbern 404-727-7709</td>
</tr>
<tr>
<td>Briarcliff Campus</td>
<td>Lisa Newbern 404-727-7709</td>
</tr>
<tr>
<td>Campus Services</td>
<td>Lindsay Cross 404-712-8947</td>
</tr>
<tr>
<td>Goizueta Business School</td>
<td>Joanna Green 404-727-3556</td>
</tr>
<tr>
<td>Pediatrics Building</td>
<td>Wilma Scales 404-727-4519</td>
</tr>
<tr>
<td>School of Law</td>
<td>Veronica Wright 404-727-6856</td>
</tr>
</tbody>
</table>

“Human milk is uniquely superior for infant feeding; all substitute feeding options differ markedly from it.”

For more information, call Lisa Newbern, PCSW Lactation Project Leader, at 404-727-7709, or visit www.pcsw.emory.edu.

Spring Campus Forums

Please join President Jim Wagner and Executive Vice President of Finance and Administration Mike Mandl to discuss what it means to live and work as part of a community built on integrity — with all of the related joys and responsibilities.

Thursday, March 22 11:30 a.m. to 12:30 p.m.
Campus Services Training Room, Building B

Wednesday, April 4 8 to 9 a.m.
Tarbuton Theater, Oxford College

Wagner and Mandl hope you will attend at least one of these gatherings to share your ideas and questions. Light refreshments will be available.

For more information about locations and times of the campus blood pressure screening clinics, please contact the FSAP at 404-727-WELL, or visit www.emory.edu/fsap.
Tips & Facts

Staples Business Advantage is honored to be Emory’s office supply partner. The following helpful program information is specific to your contract. Please keep it handy to make ordering from Staples fast and easy.

Your Staples Team

The Staples Customer Care team is dedicated to servicing the customers of Emory and the procurement program. If you need further assistance there is a Staples account management team at your disposal. The Staples team responsible for the Emory program is:

Bill Wadsworth 404-727-1357
Account Manager bill.wadsworth@staples.com

Shelia Harmon 404-727-1323
Service Consultant shelia.harmon@staples.com

Staples Service

The Staples Customer Service team is dedicated to servicing Emory customers. They can help you with questions on your order status, delivery information, stock, returns and credit information. Staples Business Advantage proudly offers a no-hassle return policy within 30 days of receipt. For assistance please contact customer care:

Phone 1-800-373-1929
Fax 1-800-264-2614
E-mail hwhite@staples.com

E-Express Service

Emory’s end users can place orders via E-Express — the Emory internet ordering application. For questions regarding E-Express, call Procurement and Payment Services Customer Service Call Center at 404-727-5400.

Placing Orders

When ordering via E-Express, please make certain to supply detailed shipping information: department, floor and room. Including this information will speed up your delivery. We ask that you place your order by 3 p.m. so that we may ship it out to you for next day delivery.

Product Questions

Contact your Staples High Touch team at 1-800-373-1929 for all of your product questions and research requests.

Tell Us. It Matters.

Emory Trust Line — Your confidential channel to report fraud, misconduct and financial or policy violations.

Are you aware of any situation that violates Emory’s commitment to the highest moral, legal and ethical standards in financial integrity or corporate governance?

The Emory Trust Line, 1-888-550-8850, is designed to give you an avenue for reporting serious concerns and violations to Emory’s management in a confidential manner without fear of reprisal.

Administered through an independent company, the Emory Trust Line, which is toll-free and available 24 hours a day, is a telephone resource that allows all Emory University and Emory Healthcare faculty and staff to report their workplace concerns.

Call the Emory Trust Line to report any questionable accounting matters, internal accounting controls or auditing matters that result in:

- Conflict of interest
- Financial or policy violations
- Fraud
- Billing or research misconduct
- Embezzlement
- Theft
- Research policies and/or HIPAA non-compliance

Anonymous Reporting:

Q: How do I report an issue without giving my name?
A: Call the Emory Trust Line.

Non-anonymous Reporting:

Q: How do I report an issue directly to Emory?
A: Talk with your manager or any senior administrator or call the Emory Internal Audit Division or the Emory Healthcare Compliance Office as appropriate.

Emory Internal Audit Division
1762 Clifton Road NE, Suite 307
Atlanta, GA 30322
Phone: 404-727-6146

Emory Healthcare Compliance Office
101 West Ponce de Leon Avenue, Suite 610
Decatur, GA 30030
Phone: 404-778-2757

Anonymous Reporting:

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New Marketplace Purchasing Tool

Emory Express is the new marketplace purchasing tool for the online creation and submission of requisitions.

What does this mean to you?

Since your order is submitted electronically, suppliers are able to process and ship orders faster and reduce the likelihood of manual errors, resulting in enhanced supplier performance.

Note: Any faculty or staff member who has received training can use Emory Express. Those who have not yet received training should continue to use EPIC and other existing procurement tools.

For information on Emory Express, training dates or FAQs, visit www.finance.emory.edu/procurement/express.cfm or e-mail e-market@emory.edu.