

Whistleblower

Purpose

To encourage members of the University of Mary community to report fraudulent or dishonest conduct, without fear of retaliation.

Statement of the Policy

The University of Mary expects the members of its community to operate in an ethical, honest and lawful manner, and also within the parameters of university policies. The university's Benedictine values call for all of those in the community to be good stewards of the university's resources.

A member of the university community who becomes aware of potential or actual material fraudulent or dishonest conduct should report this information, regardless of whether they are personally involved in the matter. Reports are to be made to the office of the Director of Human Resources, the Executive Vice President, or the Vice President for Academic Affairs. Reports are to be documented by the recipient within 24 hours of receipt.

This policy is intended to encourage and enable individuals to make reports for prompt investigation and appropriate action. Retaliation against good faith reporting made pursuant to this policy is prohibited. No retaliation, such as harassment, creation of a hostile work or academic environment, or other adverse action in any form, shall occur against an individual who in good faith makes a report pursuant to this policy. Retaliation is subject to discipline up to and including termination of employees and expulsion of students.

All reports will be dealt with promptly and in a manner intended to protect confidentiality, consistent with the need to conduct a full and fair investigation. The university will take whatever action may be necessary and appropriate to investigate and address the allegations reported. Anyone found to have engaged in fraudulent or dishonest conduct is subject to disciplinary action by the university up to and including termination or expulsion, and civil or criminal prosecution when warranted. During the investigation, the rights of the accused under law and policy shall be considered, and due process afforded where applicable.

All members of the university community are required to cooperate in the investigation of reports, which may include steps such as personal interviews and requests for and review of documents. Individuals must not discuss the investigation, including any interviews or document requests, unless specifically instructed that they may do so.

Anyone making a report must act in good faith and have reasonable grounds for believing the information provided indicates a violation of law, accounting or audit standards, or university policy. An individual who knowingly makes false allegations of alleged fraudulent or dishonest misconduct shall be subject to discipline, up to and including termination and expulsion.

Approved

President's Council (April 1, 2013)

Board of Trustees (May 3, 2013)