

**Whistleblower Policy**  
***Campus Community Concern Protocol***

**I. Purpose**

The purpose of the Whistleblower Policy is to provide guidance for reporting activities or occurrences that an employee, student, or trustee reasonably believes in good faith to constitute a violation of law or University policy and to protect from retaliation those who make such reports. However, reports made in bad faith or without a reasonable basis in fact are a violation of this policy.

**II. Statement of Policy**

Mount Vernon Nazarene University requires its employees, as defined above, to observe a high standard of personal, business, and academic ethics. Thus, there is a community commitment to integrity. In observing those high ethical standards, all employees must act with honesty and integrity in carrying out duties and responsibilities to ensure compliance with all applicable federal, state and local laws and regulations.

All community members have a responsibility to report occurrences or reasonably believed occurrences of violation of law or University policy. It is the policy of the University to prohibit retaliation against any person who makes a report in good faith based on a reasonable belief. To the extent possible, reports will be kept private. . The need to conduct an adequate investigation may require disclosure to certain persons with a legitimate need-to-know.

Violations of the Whistleblower Policy may result in discipline under this policy, including suspension, termination, or removal from campus or other action the University deems necessary.

**III. Process for Disclosure**

- A. If an employee, student, or trustee becomes aware of a violation of any law or University policy, and it is within the authority of the institution to correct it, the reporting person shall disclose all relevant information regarding the reasonably suspected misconduct to the following designated intake officers.

(1) The reporting party shall orally notify the employee's supervisor or senior-level administrator, and

(2) The individual shall subsequently file with that supervisor or senior-level administrator a signed written report within thirty (30) business days. This document will provide sufficient detail to identify and describe the violation. If the allegation concerns the supervisor, or the employee feels uncomfortable with giving this information to the supervisor, the employee may make the report to his or her senior-level administrator, who has responsibility and authority to investigate all reported violations.

(3) The supervisor or the senior-level administrator, in situations where the senior-level administrator received the complaint, will notify the person making the report within twenty-

four (24) hours of receipt of the report. All reports will be promptly investigated, and appropriate action will be taken in accord with the results of the investigation. At the discretion of the senior-level administrator, he/she shall advise the President or Chairperson of the Board of Trustees.

B. The disclosing party is not responsible for investigating the reasonably suspected misconduct or for determining fault or corrective measures, nor does the disclosing member have a right to participate in the investigative activities, other than as requested by the appropriate individuals set forth in this policy.

C. The intake officer will consider the disclosure and take whatever action they deem to be appropriate under the law and the circumstances of the disclosure, including opening an investigation or referral to the appropriate department/office for handling, as applicable.

D. If the disclosure involves the President, the disclosure shall be directed to the Chair of the Board of Trustees.

#### **IV. Non-Retaliation Policy**

Any retaliation by the University, or a supervisor, against an e person who made a report under this policy in good faith and based on a reasonable belief is prohibited. Retaliation includes harassment of any kind including threat of or action involving an adverse employment consequence. Action will be taken against fellow employees who take retaliatory or disciplinary action against an individual who has made a good faith report of a violation. This action may include termination of employment or loss of position after due investigation.

However, any reports made maliciously or knowingly to be false will not be tolerated, and anyone making such a report will face disciplinary action.

#### **V. Process for Adjudication of Retaliation Complaints Stemming from Disclosure**

A. A community member who believes they have been retaliated against in violation of this policy must file a complaint with the Provost and Chief Academic Officer within thirty (30) business days from the effective date of the adverse employment action or the date the community member should reasonably have had knowledge of the other adverse action.

B. Complaints of retaliation will be filed in writing and include with specificity all parties' names, adverse action, dates of action and disclosure, a statement of the facts with an explanation of how his/her disclosure of misconduct is related to the adverse employment or other adverse action, and the remedy sought.

C. Within sixty (60) business days of receipt of the retaliation or as deemed reasonably necessary, the Provost and Chief Academic Officer, or designee will investigate and shall provide the complainant with a determination regarding the retaliation complaint. This written document will include the findings of fact, the conclusions of the investigation, and if applicable, a specific and timely remedy consistent with the findings. The decision of the President or designee is final.

The following individuals can be contacted for questions on the whistleblower protocol as outlined here.

<b>For</b>	<b>Contact</b>
Any question	Unit supervisor

Reporting misuse of the whistleblower protocol	Unit supervisor, Provost and Chief Academic Officer, Director of Human Resources
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The following outlines the approval, review, and revision history of the whistleblower protocol.

<b>Version</b>	<b>Approval Date of Version</b>	<b>Version Type</b>
1	Cabinet, April 17, 2006	Initial Release
1.1	Institutional Effectiveness, July 18, 2012	Update to reflect changes in University structure, organization, personnel responsibilities, and policy reorganization initiative
1.2	Submitted December 1, 2022	