

POLICY AND PROCEDURE

TITLE	Whistleblower Policy
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POLICY STATEMENT

Goodwin University is committed to providing a culture and process that encourages, receives, retains and resolves complaints arising from “whistleblower” communications concerning professional accounting or auditing matters, potential fraud or illegal or irregular activities suspected or committed by a fellow employee.

PROCEDURE DETAILS

1. All employees of the University shall follow the Whistleblower procedure and report any suspected fraudulent activity to the Provost and Dean of Faculty and the VP of Human Resources.
2. All employees of the University shall exercise due care when reporting suspected fraudulent activities.
3. The University will promptly investigate any suspected dishonest activity against the University. The Provost and Dean of Faculty and the VP of Human Resources shall determine the nature, scope, timing and extent of all investigations.
4. When appropriate, based on a finding of fraud, Goodwin University shall take appropriate disciplinary actions and pursue legal remedies available under the law against the employee, but not be limited to, the possibility of termination of employment, restitution, and forwarding information

- x The person(s) reporting the suspected fraud must not discuss the suspected fraudulent activity or the reporting of this activity with anyone other than the Provost and Dean of Faculty and the VP of Human Resources.
- x When reporting suspected fraudulent activity, provide as many details as possible about the suspected fraud (names, dates, times, descriptions of activity, etc.).
- x Reports of suspected fraudulent activities are to be made to the Provost and Dean of Faculty and the VP of Human Resources directly, via voice mail and/or via written correspondence. Messages may include the name of the individual reporting the fraudulent activity or may be made anonymously. Any and all messages of a material nature will be communicated to other executive members of the University for action and follow-up.
- x Regardless of the outcome of a report of suspected fraud, there shall be no retaliation against the

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OFFICES DIRECTLY AFFECTED BY THE POLICY

Human Resources

HISTORY Policy created May 2016; Reviewed May 2017; ~~Reviewed~~ October 2019, Reviewed January 2020

EFFECTIVE DATE	June 1, 2016
RESPONSIBLE OFFICE (ONLY ONE)	Human Resources
REVIEW DATE	Annually

APPENDIX:

N/A