

## POLICY AN **P**ROCEDURE

TITLE Whistleblower Policy

## POLICYSTATEMENT

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

## PROCEDUR **D**ETAILS

- 1. Allemployees fthe University half ollow the Whistleblow procedure ndreportany suspected fraudulent activity Provos and Dearof Faculty and the VP of Human Resources.
- 2. AllemployeessftheUniversitsyhalexerciseluecarewherreportinguspectefdauduleratctivities.
- The University will promptly investigate any suspected tfor 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 investigative
- 4. When appropriate, based on a finding of frauith, Growersity shall take appropriate disciplinary actionscopursudegal emedies available ndethelawagainst heemployed, utnot tobelimited to, the possibility of termination of employment, restitution, and forwarding information All of the University's assets shall be subject to inspection when reasonable suspicion of fraudule activity exists that makes such inspection appropriate access to all of its employee's contents and possessions including but not limited to furniture and equipment, electronic devices, digital devices, telephonic devices, and all information stored on so devices.
  - 8. There shall be no assumption of privacy during the performance of an frarest igation of

Great care must taken to avoid making accusation that are not based observable uspicious that our credible evidence. When frauds suspected, personal not the factors that give reastors uspect fraud should have and suspicions reported as vide to these policies and cedure. Person hosuspects audnus host personally undertake any investigation interrogation of the individual (s) uspected to the fraudule at the fraudu

**x** Theindividual(**s**)uspected fthe fraudule natctivity are not to be confronted by the individual(s) who report the suspected dt.

- x Theperson(s)eportinghesuspected audmustrot discuss the suspected audule ratctivity or the reporting fthis activity with anyone the than the Provosand Dearof Faculty and the VP of Human Resources.
- **x** When reporting uspected and ule national trivity provides many details as possible bouthesuspected fraud (names) at estimes description of activity etc.).
- x ReportofsuspectedauduleratctivitiearetobemadetotheProvosandDearofFacultandtheVP ofHumarResourcedirectly;iavoicemailand/oriawrittercorrespondendetessagessayinclude the name of the individual reporting the fraudulent activity or may be made anonymously. Any and a messages of a material nature will be communicated to other executive members of the University for action arfollowup.
- x Regardless the outcome of a report of suspected fraud, there shall be no retaliation against the

## OFFICESDIRECTLAFFECTED BY THE

Human Resources

HISTORYPolicy created May 2016; Reviewed May 2017; Betoevered 019, Reviewed January 2020

EFFECTIVE	June 1, 2016
DATE	
RESPONSIBLE <sup>Human Resources</sup>	
OFFICE	
(ONLY ON)E	
REVIEW	Annually
DATE	

**APPENDIX:** 

N/A