

# Reporting Improper Conduct

## Policy

Converse University is committed to operating business in an ethical, honest, and lawful manner and providing a safe and productive environment for faculty, staff, students, alumni, and guests. The University expects its administrators, faculty, and staff to conduct their activities in accordance with University policies and applicable law.

If any Converse employee has reason to believe or reasonably suspects that the University or any of its agents is acting contrary to any applicable federal, state, or local laws or regulations, or contrary to any established University policy, he or she should feel welcome and encouraged to report such action or activity without fear of reprisal or retaliation. It is in the best interest of the University and the whole University community for this information to be brought forward immediately and dealt with promptly. The University will take whatever action is necessary and appropriate to address a violation of this policy.

No University employee may interfere with the good faith reporting of suspected or actual wrongful conduct; no individual who makes such a good faith report shall be subject to retaliation, including harassment or any adverse employment action, academic or educational consequence, as a result of making a report. Retaliation against anyone bringing forward a report of suspected illegal or improper activity will not be tolerated and is, itself, against the law. Should retaliation actually occur, such an act shall be considered a serious violation of University policy and will be dealt with accordingly. Encouraging others to retaliate is also a violation of this policy.

At the same time, employees must exercise sound judgment to avoid baseless allegations. Any individual who intentionally files fraudulent or bad faith complaints pursuant to this policy will be subject to disciplinary action, up to and including termination of employment and/or legal action.

## Reporting Procedure

An employee should first discuss his or her concern with his or her immediate supervisor to allow the University to investigate and, if applicable, correct the situation or condition creating the concern. Initial inquiries will be made to determine whether an investigation is appropriate and the form that it should take. Some concerns may be resolved without the need for an investigation. The earlier a concern is expressed, the easier it is to take action.

If, after speaking with his or her supervisor, the individual continues to have reasonable ground to believe the concern is still valid, the individual should report the concern to the University's Vice President of Finance and Business. In addition, if the individual is uncomfortable speaking with his or her supervisor, or the supervisor is a subject of the concern, the individual should report the concern directly to the Vice President of Finance and Business, President, or Chair of the Board of Trustees.

If the concern was reported orally to the Vice President of Finance and Business, the reporting individual, with assistance from the Vice President, shall put the concern in writing. The Vice President is required to report promptly the concern to the President, who has specific and exclusive responsibility to initiate an investigation of all concerns. Concerns may also be submitted anonymously. Such anonymous concerns should be in writing and sent directly to the Vice President of Finance and Business. If the Vice President of Finance and Business or a direct report of the Vice President of Finance and Business is the subject of a concern, the concern should be addressed to the President of the University. If the President of the University is the subject of a concern, the concern should be addressed to the Chair of the Board of Trustees.

## Handling of Reported Violations

All reports will be promptly investigated, and appropriate corrective action will be recommended to the President if warranted by the investigation. If the President is the subject of the concern, the Chair of the Board of Trustees will promptly investigate, and appropriate corrective action will be taken if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the concern.

### Version History

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