

## Whistleblower Policy

Saint Elizabeth University is committed to maintaining a workplace where employees are free to raise good faith concerns regarding the University's business practices, specifically: (1) reporting suspected violations of law by a University employee or student, including but not limited to federal and state laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a University representative or a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of University policy, specifically the policies contained in Saint Elizabeth University's Employee Handbook and Faculty Handbook.

An employee who wishes to report a suspected violation of law or University policy may do so confidentially by contacting the Director of Human Resources, the Vice President for Finance and Administration or the University President. A report may also be made anonymously by sending a written report to the University's mailing address. The University expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of University policies. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: the employee's supervisor, the Director of Human Resources, the Vice President for Finance and Administration or the University President. Any employee who receives complaints of retaliation must immediately inform the President.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The President will designate other internal or external parties to conduct the investigations. If the suspected violation of law or policy, or the report of retaliation involves the President, the Chairman of the Board of Trustees or designee will conduct or supervise the investigation. The investigating parties will notify the concerned individuals of their findings where appropriate, and will prepare other reports as indicated by the circumstances. If the alleged retaliation involves a member of the President's Cabinet, a summary of the investigation will be presented to the President who will share the findings with the Board of Trustees as he/she deems appropriate.

Signing below signifies that the Employee agrees to the terms and conditions of the Policy as stated above.

University Representative/Witness \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee Print/Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_