

---

**POLICY TITLE:** Whistleblower Policy

---

**POLICY PURPOSE:** Formally establish procedures to help provide a workplace conducive to open discussion of the business practices of the University; and

To positively reinforce and influence compliance with federal and state laws.

Employees and representatives of FHSU are expected to practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. The purpose of this policy is to comply with all applicable laws that protect employees of the University against unlawful discrimination and retaliation by their employer as a result of their lawfully reporting information regarding, or their participating in, investigations involving fraud or other violation by the university or its agents of federal or state law.

**BACKGROUND:**

**APPLIES TO:** Faculty, Staff and Students

**DEFINITIONS:**

**CONTENTS:**

**POLICY  
STATEMENT:** **No Retaliation**

No, director, officer or employee who in good faith reports a violation shall suffer harassment, retaliations or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns with the University prior to seeking resolution outside the University.

### **Reporting Violations**

In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to use the whistleblower reporting hotline to report any potential violations. The hotline can be accessed by calling 785-628-4033. Supervisors and managers are required to report suspected human resources violations to Human Resources or Compliance Officer.

### **Compliance Officer**

The Compliance Officer is responsible for investigating and resolving all reported

complaints and allegations concerning violations and, at their discretion, shall advise the President and/or Auditor. The Compliance Officer has direct access to the Auditor and is required to report to the Auditor annually on compliance activity.

### **Accounting and Auditing Matters**

The Auditor shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Auditor of any such complaint and work with the matter until it is resolved.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of federal or state law or policy. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly by false will be viewed as a serious disciplinary offense.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously to the whistleblower reporting hotline. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Handling of Reported Violations**

Complaints filed through the whistleblower hotline can be tracked through the reporting system. All reporting will be promptly investigated and appropriate corrective action will be taken if warranted by the investigations.

#### **EXCLUSIONS OR SPECIAL CIRCUMSTANCES:**

#### **RELATED DOCUMENTS:**

#### **Policies:**

#### **Forms:**

#### **Other:**

#### **KEYWORDS:**

Whistleblower, retaliation, violations, compliance officer,

#### **RESPONSIBLE OFFICE:**

University Compliance Office

#### **RESPONSIBLE UNIVERSITY OFFICIAL:**

Compliance Officer

**ORIGINATION DATE:** 8/1/2016

**REVIEW CYCLE:** 3 Years

---

**POLICY ADDRESS:**

**LAST  
APPROVED ON:** Approved by ELT 9/2/2016

**REVIEW/CHANGE  
HISTORY:**

**NEXT REVIEW  
DATE:** 9/2019

---