

**Section:** Whistleblowing Procedures and Retaliation Prevention

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**Sponsoring Unit/Department:** Chief of Staff

## Whistleblowing Procedures and Retaliation Prevention

All College employees are expected to report possible violations of federal, state, county, or municipal laws or regulations, as well as College ethics standards, mismanagement, a significant waste of monies or abuse of authority by any College employee or Board member, commonly referred to as Whistleblowing. Retaliation against anyone for reporting a possible violation or participating in an investigation of a possible violation is strictly prohibited and will result in discipline, up to and including termination.

### Reporting a possible violation

Any employee with a good faith belief that there has been a violation of law or regulation or ethical or financial misconduct shall notify an administrator, Internal Audit, the Office of Dispute Resolution, EthicsPoint or the Office of General Counsel/Legal Department as soon as possible after becoming aware of the potential violation or misconduct, preferably within 14 calendar days after becoming aware. Reports of wrongful conduct shall be in writing and shall include the following information:

- Date of the report
- Name(s) of the individual(s) making the report
- Nature of the alleged violation or misconduct, including the law, policy, procedure or standard alleged to have been violated
- Date(s) of the alleged violation or misconduct
- Name(s) of the individual(s) believed to have engaged in the violation or misconduct
- Name(s) of others who may have knowledge of the incident(s)

Allegations of misconduct will be investigated in a timely manner. The College shall take appropriate corrective or disciplinary actions based on the findings of the investigation.

### Retaliation prohibited

Retaliation against any employee who reports or participates in an investigation of alleged misconduct is prohibited. "Retaliation" means taking an unwarranted adverse personnel action which may include:

- Discipline
- Significant change in duties, assignment, schedule, or position
- Refusal to promote

Concerns about retaliation should be reported using the same process described above. Retaliation claims will be investigated in a timely manner and appropriate corrective action taken.

An employee who engages in retaliation shall be subject to discipline, up to and including termination. Per A.R.S. § 38-532, the employee may also be subject to a civil fine.

An employee who knowingly makes erroneous allegations or provides false information, may be subject to disciplinary action, up to and including termination.