

DELAWARE VALLEY UNIVERSITY

HUMAN RESOURCES POLICY FOR: **Custodians, Faculty and Staff**

SECTION: **Conduct**

POLICY: **410 Whistleblower**

EFFECTIVE DATE: 09/25/2008

REVISION: 10/28/2010

It is the responsibility of all employees to comply with the Code of Conduct and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation:

No employee who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequences. An employee or trustee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or removal from the Board. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the University prior to seeking resolution outside the University.

Reporting Violations:

The University has an open door policy for employees to share their questions, concerns, suggestions or c 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 encouraged to speak with the Director of Human Resources or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to and exclusive responsibility to investigate or to coordinate investigations of all reported violations. This coordination may include assistance from Finance and Administration, Technology and Library Services, Public Safety and Security, or others, including an outside independent firm, if needed. For suspected ld policy.

Reports made should be factual and contain as much specific information as possible and in writing whenever possible. If the employee making a report to a supervisor does not wish to make it in writing, the oral report should be documented by the supervisor who will provide a copy to the employee for accuracy and completeness. The written report will be forwarded to the Director of Human Resources to initiate the investigation or coordination of efforts. All allegations will be investigated by the appropriate University official. All University employees are expected to fully cooperate in the investigation of the allegations. The appropri

