

# Thiel College Whistle Blower Policy

Thiel College is committed to maintaining the highest ethical standards, and expects that all members of the campus community will conduct all affairs of the College with honesty, integrity and mutual respect. The College has adopted policies for ethical behavior, confidentiality, resolution of conflicts of interest, prevention of discrimination and harassment, and other topics to guide campus community members in meeting the highest standards of appropriate behavior expected in all activities related to the College. These policies contain mechanisms by which any community member may report activity that may conflict with the College's policies and standards, for further investigation and resolution.

All members of the Thiel College community have a responsibility to report violations or suspected violations of laws, regulations, policies and procedures, and any other type of inappropriate behavior related to activities of the College. Any such report may be made in person, by email or regular mail, or via the **Campus Conduct Hotline (CCH)**, and any such report is considered to be a protected disclosure, whereby the College will protect from retaliation those individuals who, in good faith, reported such activity.

If an individual believes that there is a potential conflict with reporting a suspected violation according to the guidance of the College policies, reports may be made via the CCH, a confidential, anonymous reporting mechanism. Designed to allow you to report your concerns about alleged illegal or unethical practices, inappropriate behavior or other violations of institution policies, the CCH system is available for your use around the clock, seven days a week. Because the CCH is operated by an independent organization, any calls made through the system are completely confidential and anonymous.

**Learn more about the Campus Conduct Hotline on our website:**

<http://www.thiel.edu/offices/human-resources/resources>

Reports and allegations will be investigated by appropriate internal and/or external parties. If the investigative process establishes that a violation of law, regulation or policy has occurred, an appropriate resolution will be recommended, based upon law and College policy.

Whistle blower reports will be treated in as confidential a manner as allowed by the circumstances and the law, and information may be shared on a need-to-know basis so that the College may conduct an effective investigation.

The College will take appropriate action to prevent and correct violations of this whistle blower policy. Any individual who believes that they have been retaliated against for submitting a report of a suspected violation may file a written complaint to the **Director of Human Resources**, or via the **Campus Conduct Hotline (866-943-5787)**. Any complaint of retaliation will be promptly investigated; any employee who is found to have retaliated against someone who, in good faith, reported a suspected violation will be subject to appropriate disciplinary action, up to and including termination of employment.