

## **Whistleblower Policy and Confidential Campus Hotline**

*Policy.* Southwestern University requires all faculty and staff to observe the highest business and ethical standards and to comply with all laws, regulations, policies and practices in the conduct of their duties and responsibilities. Guidance for this requirement is provided in the University's Ethics and Business Conduct Statement, the University's various policies and procedures, and Southwestern's longstanding commitment to honesty, integrity and excellence in everything we do.

It is the responsibility of all concerned to comply with these standards and to report violations or suspected violations. No person who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequences. Any University employee who retaliates against someone for reporting a violation in good faith will be subject to discipline, up to and including termination. All reports are expected to be made in good faith with a reasonable expectation that a violation has occurred. However, reports which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

*Confidential Hotline.* Violations or suspected violations may be reported on a confidential basis by the complainant or may be submitted anonymously. In an effort to provide a confidential method for any member of the University community to report suspected improprieties related to illegal, dishonest or unethical conduct and standards, including without limitation, those relating to financial, accounting, and auditing related issues, the University has implemented the confidential ***Campus Conduct Hotline***<sup>®</sup>, 1-866-943-5787, through a third-party administrator. Confidential reports received by the third-party administrator will be forwarded to the University's Chief Human Resources Officer, the Associate Vice President for Human Resources, for appropriate investigation and action. For more information on the hotline, contact the Associate Vice President for Human Resources.

Implemented and Effective, March 1, 2007