WHISTLEBLOWER POLICY

Claremont Graduate University affirms its dedication to the highest standards of ethical conduct, professionalism, and high quality in our education and administration. These concepts are constant priorities that are upheld in the behavior of each individual associated with the University.

The University welcomes and encourages the reporting of financial policy and compliance concerns. Reporting assists us in our obligation to embrace the concepts noted above as well as to maintain compliance with all governmental laws and regulations as well as University policies. This policy applies to all employees (faculty, staff, student employees, and volunteers).

Any individual is encouraged to, in good faith, report a substantial and significant (1) fraud, (2) embezzlement, (3) auditing matters, (4) theft (5) ethical violations or (6) any related financial issues.

Reporting: In order for the University to take necessary internal corrective action, an employee is encouraged to report the incident through “MySafeCampus”, CGU’s anonymous incident reporting system. All incidents are reported to a member of the Board of Trustees. The disclosure should be factual and contain as much specific information as possible.

At the direction of the Board of Trustees, the appropriate University official will investigate all allegations. All University employees are expected to fully cooperate in the investigation of the allegations. The appropriate corrective action, up to and including termination, will be administered if the investigation finds that an employee engaged in activity as described above.

Confidentiality: Individuals who report, in good faith, possible activity as described above will be accorded confidentiality and/or anonymity to the extent possible under state and federal law throughout the investigation.

Protection from Retaliation
The University will protect any employee from retaliation, who in good faith, reports any of the above-described activity. Retaliation may include but is not limited to adverse employment action, discrimination, harassment, poor work assignments, and/or threats of physical harm.

Any employee who believes that he or she has been the victim of retaliation for reporting an activity as described above or participating in a proceeding related to such an activity should file a complaint with the Director of Human Resources. All complaints will be investigated promptly and with discretion, and all information obtained will be handled on a “need to know” basis. At the conclusion of the investigation, if it is determined that retaliation has occurred, appropriate corrective action will be taken with respect to the
employee to whom retaliation has occurred and appropriate disciplinary action, up to and including termination, will be taken against the employee(s) found to have retaliated.

**False Allegations:** Any employee who knowingly makes false allegations of alleged activity as described above will be subject to corrective action, up to and including termination of employment, in accordance with University policies.

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