



BOISE STATE UNIVERSITY

University Policy 7030

Procedure for Reporting and Protection of Boise State University Employees who Report Waste and Violation of Law, Regulation, or University Policy

Effective Date

February 1995

Last Revision Date

April 2013

Responsible Party

Human Resources, (208) 426-1616

Office of Institutional Compliance and Ethics, (208) 426-1258

Scope and Audience

This policy applies to all University employees or authorized representatives.

Additional Authority

Idaho Code § 6-2104

1. Policy Purpose

To provide Boise State University employees with the opportunity to report, in good faith, waste of funds and violations of law, regulation, or university policy without fear of adverse action or reprisal.

2. Policy Statement

Boise State employees or their authorized representatives have the right to report wastes of funds and actual or suspected violations of law, regulation, or policy.

3. Definitions

3.1 Good Faith

An act is considered to have been in 'good faith' if there is a reasonable basis in fact for the communication. Good faith is lacking when the employee knew or reasonably ought to have known the report is malicious, false, or frivolous.

4. Responsibilities and Procedures

4.1 Reporting Guidelines

- a. When an employee communicates a waste or wrongdoing by Boise State University, the employee must do so in Good Faith. To report waste of funds or violations of law, regulations or policy, an employee or their representative should communicate in writing or verbally with:
 - (i.) The employee's department administrator or supervisor or
 - (ii.) The appropriate Vice President, Provost, or President of the university, or
 - (iii.) The Office of Institutional Compliance.
- b. The employee should communicate at a time and in a manner that gives the university reasonable opportunity to correct the waste or violation.

4.2 Employee Protection

Boise State University or its employees may not take adverse action or retaliate against an employee for any of the following:

- a. The employee or authorized representative's communication, in good faith, of the existence of any waste of public funds, property or manpower, or a violation or suspected violation of a law, regulation, or university policy. This includes an employee's reporting of suspected

child abuse or maltreatment (including the possible infliction of physical, mental, or sexual abuse) to university personnel or law enforcement.

- b. The employee's participation or giving of information in an investigation, hearing, court proceedings, legislative or other inquiry, or other form of administrative review.
- c. The employee's objection or refusal carry out a directive that the employee reasonably believes violates a law, a rule or a regulation adopted by state, local, or federal government.
- d. The employee exercising their right to document the existence of any waste of public funds, property or manpower, and a violation, or suspected violation of laws, regulations or policy in a reasonable way. The university will not unreasonably restrict the employee's ability to document these things.

4.3 Remedies for Employees Bringing Forth Information about Waste of Funds or Violation

Any employee who believes they have been adversely impacted by the university or any of its employees because they communicated about waste of funds, violations, or suspected violations has the right to file a grievance against the offending employee or administrator through normal grievance procedures established for all employee groups.

Revision History

July 1995; April 2013