

- I. **POLICY**: The University strives to provide a positive, productive work environment in which employees are encouraged to report issues and concerns about their work environment or the University. This policy outlines processes for reporting alleged illegal, dishonest, discriminatory or fraudulent activity, or retaliation for those making such reports.
- II. **PURPOSE**: To set out processes for reporting violations and to provide assurances of non-retaliation for those reporting violations.
- III. **SCOPE**: All employees of John Carroll University
- IV. **DEFINITION**:

Reporting Person: An employee of John Carroll University who has knowledge of and who reports an activity that the employee believes in good faith to be illegal, dishonest, discriminatory, or fraudulent or otherwise violates a University policy.

Retaliation: Any adverse action (including corrective action, termination, or

financial activities or reporting; or discriminatory acts. Discriminatory acts include violations of federal and state non-discrimination laws -Discrimination, Non-Harassment, and Bias-Related Incident Policy, which prohibits discrimination on the basis of any of the following as defined and protected by law: race, age, color, sex, pregnancy, sexual orientation, gender identity or expression, religion, ethnic or national origin, disability, military or veteran status protected under federal or state law, or genetic information.

2. Reports of sexual harassment or interpersonal violence should be reported to the Title IX Coordinator or Deputy Title IX Coordinator for investigation governing sexual harassment and interpersonal violence. (See Title IX website for reporting, <http://sites.jcu.edu/title-ix/>).

3. If the employee believes the immediate supervisor or Human Resources representative has engaged in or is involved in the illegal, dishonest or are being ignored, the employee should report any concerns to a University office such as the JCU Police Department, Regulatory Affairs and Risk Management, Office of Legal Affairs, or the Research Office within the Provost Office. These offices will investigate the concern or refer the matter to the appropriate office.

B. If the Reporting Person is uncomfortable discussing concerns with any of the offices named above, the Reporting Person may file a report with either

1-866-860-1886,

1-800-441-2345, or the JCU Title IX Coordinator at TitleIX@jcu.edu.

