Non-Retaliation (20.089)

Introduction
The purpose of this policy is to comply with applicable federal, state and local laws prohibiting retaliation and to protect employees who make good faith reports of potential violations of laws, regulations or University policy.

Policy Statement
University policy prohibits taking any retaliatory action for reporting or inquiring about alleged improper or wrongful activity. The University will not tolerate any form of retaliation against an employee for making a good faith report of potential university-related legal or policy violations. No employee shall be adversely affected because they refused to carry out a directive which constitutes fraud or is a violation of local, state, federal or other applicable laws and regulations. Any attempted or actual retaliatory action covered under this Policy will be subject to disciplinary action, up to and including termination. The University will review all complaints of retaliation.

Definitions
Retaliation: An adverse employment action against an individual because of the individual’s good faith report. This includes, but is not limited to: threats of retaliation, discharge, discrimination in compensation, or discrimination in conditions of employment that are as a result of the disclosure of such information.

Good faith report: A report made with an honest and reasonable belief that a university-related violation of law or policy or other instance of non-compliance or related misconduct may have occurred.

Responsibilities
Appropriate University Management Staff, University Human Resources, Office of Internal Audit Services, Department of Public Safety and/or Office of General Counsel may all have responsibilities in processing and investigation of particular reports and/or complaints

Procedures
University employees are required to report in good faith and in a timely manner all information regarding alleged improper or wrongful activity that may constitute, but is not limited to:

- Noncompliance with University policies/procedures
- Discrimination or harassment
- Fraud
- Unethical or unprofessional business conduct
- Academic, scientific or research misconduct
- Circumstances of substantial, specific or imminent danger to an employee or the public's health and/or safety
- Violations of local, state or federal laws and regulations
- Illegal or improper practices or policies

Employees are required to report evidence of alleged improper activity as described above by contacting:

- Immediate supervisor or senior manager
- University Human Resources
Brown’s Ethics and Compliance Reporting System (EARS)

Any instances of alleged retaliation should be reported in the same manner. All reports will be handled promptly and discreetly.

Related Policies
- General Conditions of Employment
- Staff Discrimination, Harassment and Sexual Harassment

Related Information
- Brown’s Ethics and Compliance Reporting System (EARS)

Policy Owner
- Approved by Vice President for Human Resources

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