

## **Shippensburg University Student Services, Inc.**

### **Whistleblower Protection Policy**

Shippensburg University Student Services, Inc. (SUSSE) requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of SUSSE, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

#### **Reporting Responsibility**

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that SUSSE can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees, and volunteers to report concerns about violations of SUSSE's code of ethics or suspected violations of law or regulations that govern SUSSE's operations.

#### **No Retaliation**

It is contrary to the values of SUSSE for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of SUSSE. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

#### **Reporting Procedure**

SUSSE has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Vice-President of Student Affairs, SUSSE's Compliance Officer, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Compliance Officer.

#### **Compliance Officer**

The Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Board of Directors of all complaints and their resolution and will report at least annually to the President on compliance activity relating to accounting or alleged financial improprieties, the use and dissemination of student specific information, and the use and dissemination of individually identifiable healthcare information.

#### **Accounting and Auditing and Use of Information Matters**

SUSSE'S Compliance Officer shall immediately notify the President of any concerns or complaints regarding corporate accounting practices, internal controls or auditing, the use and dissemination of student specific information, and the use and dissemination of individually identifiable healthcare information.

#### **Acting in Good Faith**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Reported Violations**

SUSSI's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

**Compliance Officer:**

Vice-President of Student Affairs, Shippensburg University  
Room 308 Old Main, 1871 Old Main Drive, Shippensburg, PA 17257

Policy approved by the Board of Directors on September 20, 2010.

Amended 11/08/2018 –Compliance Officer - Vice-President of Student Affairs