

ETHICS STANDARD POLICY VIOLATION – SAMPLE

The _____ has enacted the following ethics policy:

CONFIDENTIAL REPORTING

All employees are required to report any activity that an employee reasonably believes to violate the _____'s Ethics policy, to constitute fraudulent activity, or to be in violation of any governmental regulation to the appropriate level of management in connection with this policy. All employees have the _____'s assurance that these reports will be considered completely confidential, and the identity of the reporting employee will not be disclosed under any circumstance. If an employee has exhausted all appropriate internal channels with management, the employee is encouraged to report the activity in question to the Treasurer or the Board Vice Chairman for Administration.

RETALIATION PROHIBITED

The _____ has a strict policy prohibiting and will not tolerate retaliatory conduct in any form or manner, including but not limited to harassment, discrimination, or any other adverse action which impacts a term or condition of employment against any employee who has made a report under this policy. If a reporting employee is threatened with or experiences retaliatory conduct of any kind, s/he immediately shall report the retaliatory occurrence(s) to Human Resources, CEO or Vice Chair of Administration. The _____ will promptly and thoroughly investigate all reports of alleged threats of retaliation or retaliatory conduct, and take effective, remedial action to the extent appropriate.

ACTING IN GOOD FAITH

As described herein, the _____ requires employees to report prohibited conduct and prohibits retaliation toward any employee who reports under this policy. At the same time, anyone filing a complaint under this policy must do so in good faith and have a reasonable factual basis to have reported the conduct or alleged conduct as potentially dishonest, fraudulent, unethical, or illegal. Failure to have made a report under this policy in good faith or the making of a report maliciously or with knowledge of its falsity is a serious offense and will be dealt with accordingly.