

## HOLY CROSS COLLEGE

### **POLICY:      REPORTING AND NON-RETALIATION AND NON-RETRIBUTION**

1. All employees, including contractors, trustees, and volunteers have a responsibility to report in good faith, concerns about actual or potential wrongdoings and are not permitted to overlook such situations. Holy Cross College is firmly committed to a policy that encourages timely disclosure of such concerns and prohibits any action directed against an employee, including contractor, trustee or volunteer for making a good faith report of their concerns. All good faith concerns should be reported to a supervisor, the President of Holy Cross College, Dean of Students, or by calling the Reporting Hotline at 574.239.1069.
2. All issues reported that have a reasonable basis will be reviewed and investigated. Appropriate corrective action will be taken, if warranted, based upon the results of the investigation. If the identity of the person who reported the concern is known, the resolution reached as a result of the investigation will be reported to such person.
3. No one at any level of Holy Cross College is permitted to engage in retaliation or any form of harassment against an employee, contractor, trustee or volunteer reporting a concern. Anyone who engages in such retribution is subject to discipline, up to and including dismissal on the first offense. All substantive instances of retaliation or harassment against anyone reporting a good faith concern regarding potential or suspected employee misconduct should be brought to the attention of the Dean of Students.
4. This Policy does not mean that employees or others will be shielded from the consequences of doing something wrong simply by reporting their actions or from the consequences of their actions under current employment policies or other applicable policy, law or regulations that apply to Holy Cross College.