



**BOISE STATE UNIVERSITY**

University Policy 7030

## Reporting Waste and Violations of Law, Regulation, or University Policy

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### **Effective Date**

February 1995

### **Last Revision Date**

April 2013

### **Responsible Party**

Human Resources, (208) 426-1616  
Office of Institutional Compliance and Ethics, (208) 426-1258

### **Scope and Audience**

This policy applies to all University employees or authorized representatives.

### **Additional Authority**

Idaho Code § 6-2104

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## **1. Policy Purpose**

To provide Boise State University employees with the opportunity to report, in good faith, waste and violations of law, regulation, or university policy without fear of adverse action or reprisal.

## 2. Policy Statement

Boise State employees, or their authorized representatives, have the right to report waste and actual or suspected violations of law, regulation, or policy.

## 3. Definitions

### 3.1 Good Faith

An act is considered to have been in ‘good faith’ if there is a reasonable basis in fact for the communication. Good faith is lacking when the employee knew or reasonably ought to have known the report is malicious, false, or frivolous.

## 4. Reporting Guidelines

- a. When an employee communicates a waste or wrongdoing by Boise State University, the employee must do so in Good Faith. To report waste of funds or violations of law, regulations or policy, an employee or their representative should communicate in writing or verbally with:
  - The employee’s department administrator or supervisor or
  - The appropriate Vice President, Provost, or President of the university, or
  - The Office of Institutional Compliance
- b. The employee should communicate at a time and in a manner that gives the university reasonable opportunity to correct the waste or violation.

## 5. Protection against Retaliation

Boise State University, or its employees, may not take adverse action or retaliate against an employee for any of the following:

- a. The employee or authorized representative’s communication, in good faith, of the existence of any waste of public funds, property or manpower, or a violation or suspected violation of a law, regulation, or university policy. This includes an employee’s reporting of suspected child abuse or maltreatment (including the possible infliction of physical, mental, or sexual abuse) to university personnel or law enforcement.

- b. The employee's participation or giving of information in an investigation, hearing, court proceedings, legislative or other inquiry, or other form of administrative review.
- c. The employee's objection or refusal carry out a directive that the employee reasonably believes violates a law, a rule or a regulation adopted by state, local, or federal government.
- d. The employee exercising their right to document the existence of any waste of public funds, property or manpower, and a violation, or suspected violation of laws, regulations or policy in a reasonable way. The university will not unreasonably restrict the employee's ability to document these things.

## **6. Right to File a Grievance**

Any employee who believes they have been adversely impacted by the university or any of its employees because they communicated about waste of funds, violations, or suspected violations has the right to file a grievance against the offending employee or administrator through normal grievance procedures established for all employee groups.

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## **Revision History**

July 1995; April 2013