

Edward Via College of Osteopathic Medicine

Policy Order No. B007

Effective Date: May 31, 2011



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VCOM Reporting of Misconduct or Financial Fraud Policy

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1. PURPOSE

The Reporting of Misconduct or Financial Fraud Policy was developed because VCOM is committed to lawful and ethical behavior in all of its activities. Administrators, faculty and staff are required to act in accordance with all applicable laws, regulations and policies, and to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. This policy is intended to provide a mechanism for employees to report apparent violations of laws, regulations and policies, for these reported violations to be investigated and, if deemed appropriate, corrective actions taken, and to protect the individual(s) reporting the incident from retaliatory action.

2. REPORTING MISCONDUCT OR FINANCIAL FRAUD

All employees are encouraged to report, in good faith, what is believed to be a material violation of law or policy, or questionable accounting or auditing matter. It is the responsibility of every employee to report concerns relating to suspected financial dishonesty, financial fraud, or financial misconduct.

2.1. Types of Offences

The types of offences that should be reported include, but are not limited to, providing false or misleading information on VCOM documents, grant reports, tax returns or other public documents; providing false information to or withholding material information from VCOM’s auditors, lawyers, directors or other representatives

responsible for ensuring VCOM's compliance with fiscal and legal responsibilities; embezzlement, private benefit, acceptance of payments, goods or services in violation of VCOM's "Conflict of Interest" policy, or misappropriation of funds; material violation of any VCOM policy; and facilitation or concealing any of the above or similar actions.

2.2. Reporting Violations

Whenever possible, concerns should be addressed in accordance with VCOM's organizational structure. Therefore, employees should report their concerns to their immediate supervisor, or in the event the immediate supervisor is not appropriate, that supervisor's manager. If, however, for any reason employees are not comfortable reporting their concern regarding suspected misconduct or financial fraud through the aforementioned organizational structure, or do not believe that an issue of misconduct or financial fraud is being properly addressed, employees should contact VCOM's Dean and Executive Vice President. If the apparent violation involves the Dean and Executive Vice President, employees should contact VCOM's President. If the apparent violation involves the President, employees should contact VCOM's Dean and Executive Vice President.

For the purposes of this policy, the person(s) receiving the allegation is called the Compliance Officer.

Whenever practical, reports should be in writing. It is required that all reports contain as much specific information as possible in order to substantiate a valid basis for the allegation.

2.3. Acting in Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the matter raised is a serious violation of law or policy or a material accounting or auditing matter. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, with negligence, or with the foreknowledge that the allegations are false, is not good faith reporting and will be viewed as a serious disciplinary offense subject to action up to and including termination of employment.

2.4. Handling Reported Violations

The Compliance Officer(s) is responsible for oversight of investigations and assuring resolution of all reported complaints and allegations concerning violations of this policy. Matters reported to the Compliance Officer(s) will be acknowledged to the complainant promptly (generally within ten business days). An investigation will be conducted to determine if the allegations are true and whether the issue is material and what, if any, corrective action is necessary.

The Compliance Officer(s) will have full authority to investigate concerns raised in accordance with this policy and may retain, after receiving appropriate approvals from the Dean and Executive Vice President or the President, outside legal counsel, accountants, private investigators, or any other resources needed to conduct a full and complete investigation of the allegations.

2.5. Reporting the Violations

The Compliance Officer(s) is required to report to the Dean and/or President all allegations and resolution of the allegations. It is the responsibility of the Dean and/or President to then report all allegations and resolutions of the allegations to the Board of Directors.

2.6. No Retaliation

The Reporting of Misconduct or Financial Fraud Policy is intended to encourage and enable employees to raise serious concerns for investigation and appropriate action. No one who in good faith reports a concern will be threatened, discriminated against or otherwise subject to retaliation or, in the case of an employee, adverse employment consequences as a result of such report. Additionally, employees will not be adversely affected because they refuse to carry out a directive that, in fact, constitutes fraud, is a violation of VCOM policy, or otherwise is reportable as a concern under this policy.

An employee who feels that he or she has been subjected to any behavior that violates this policy should immediately report such behavior to his or her supervisor, or the Director of Human Resources. An employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including termination of employment.

2.7. Confidentiality

Reports and investigations will be kept confidential to the extent possible. However, consistent with the need to conduct an adequate investigation, VCOM cannot guarantee complete confidentiality. Disclosure of information relating to an investigation under this policy by VCOM employees involved in an investigation to individuals not involved in the investigation, will be viewed as a serious disciplinary offense which may result in discipline, up to and including termination of employment.

3. DURATION OF POLICY

The Reporting of Misconduct or Financial Fraud Policy established by Administration, approved by the Board of Directors, and is effective as of the date above and shall remain effective until amended or terminated by the Board of Directors.