

# FAYETTEVILLE STATE UNIVERSITY

## ETHICS HELPLINE

<b>Authority:</b>	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
<b>Category:</b>	General University Policies
<b>Applies to:</b>	●Administrators      ●Faculty      ●Staff      ●Students
<b>History:</b>	Approved – November 5, 2007 First Issued – November 6, 2007
<b>Related Policies:</b>	North Carolina Whistleblower Act (NCGS § 126-84 through § 126-88)
<b>Contact for Info:</b>	Office of Internal Audit (910) 672-2102

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### I. PURPOSE

Fayetteville State University, in accordance with State law, encourages its employees to report to their supervisor, department head, or other appropriate authority, evidence of activity by a State agency or State employee constituting:

- A. A violation of State or federal law, rule or regulation;
- B. A violation of a UNC or FSU policy or procedure;
- C. Fraud;
- D. Misappropriation of State resources;
- E. Substantial and specific danger to the public health and safety; or
- F. Gross mismanagement, a gross waste of monies, or gross abuse of authority.

The university has established an ethics helpline to provide a confidential means for Fayetteville State University employees to report instances of suspected non-compliance outside the normal chain of command in a manner that preserves confidentiality and assures non-retaliation. Although direct discussion with the employee's supervisor, department head, or other appropriate authority is preferable, in some instances, employees may feel the need for a more confidential, sometimes anonymous method to express good faith concerns about non-compliance.

### II. ETHICS HELPLINE

The number for the ethics helpline is 910-672-1400. The helpline telephone is open 24 hours a day, 365 days a year.

### **III. CONFIDENTIALITY**

Employees who call the ethics helpline may remain anonymous. If an employee requests anonymity, no attempt will be made to identify the employee. Information provided by the employee will be treated as confidential and privileged to the extent permitted by applicable law.

### **IV. COMPLAINTS**

The ethics helpline is not intended for employee grievances, such as complaints concerning working conditions, performance evaluations, hours of work, wages, or merit raises. Employees with complaints which do not fall within Section I are advised to pursue normal administrative grievance procedures.

### **V. INVESTIGATION PROCEDURES**

Reports made to the ethics helpline will be made available to specific individuals at the university who have been charged with evaluating and investigating the complaints received through the helpline. These individuals understand the importance of maintaining confidentiality and investigating reports as appropriate. All helpline ethics issues will be resolved as quickly as possible.

### **VI. RETALIATION and FALSE CLAIMS**

State law prohibits retaliation against an employee who reports any activity described in Section I above unless the State employee knows or has reason to believe that the report is inaccurate. Employees who intentionally and maliciously use the helpline to make false allegations will be subject to disciplinary action.