

## UNCP Foundation Whistleblower Policy

Authority: UNC Pembroke Foundation, Inc Board of Directors  
History: First Issued: September 20, 2022 (draft)  
Approved by vote: September 29, 2022

### Resources & References

- [UNC Pembroke Policy 07.45.01 on Misuse of State Property](#)
- [Council of Nonprofits Sample Whistleblower Policy](#)
- [North Carolina A&T Foundation Whistle Blower Policy](#)
- [North Carolina State Law §126-84-89](#), Protection for Reporting Improper Government Activities
- [Federal Whistleblower Protections](#), from Department of Labor

Contact Info: Executive Director of the UNC Pembroke Foundation, Inc (910.521.6252)

### WHISTLEBLOWER POLICY

The UNC Pembroke Foundation Inc., in accordance with state law, encourages employees and Board of Directors to report to their supervisor, department head or other appropriate authority evidence of activity where ethics are compromised. As an institutionally related foundation, officers, employees, and volunteers are encouraged to refer to UNCP Policy POL 07.45.01 (Misuse of State Property Policy of the University of North Carolina at Pembroke). University employees are subject to and protected by POL 07.45.01 and applicable state and federal laws.

#### 1. Evidence of Compromised Ethics

1.1 Ethics are compromised where there is:

- A violation of State or federal law, rule or regulations
- A violation of foundation policy or procedures
- Fraud
- Misappropriation of resources
- Substantial and specific danger to the public health and safety, or
- Gross mismanagement, a gross waste of monies or gross abuse of authority

#### 2. Reporting of Violations

2.1 The organization's Board members and employees may call the UNC Pembroke Internal Auditor's Office at 910.775.4403 or the State's Auditor's Hotline at 1-800-730-TIPS to provide a confidential report of 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 and anonymous method to express good faith concerns about non-compliance.

### **3. Confidentiality**

3.1 Employees who call UNC Pembroke's Internal Auditor's Office or the State's hotline 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 laws.

### **4. Complaints**

4.1 The hotline is not intended for employee grievances, such as complaints concerning working conditions; performance evaluations; and hours of work, wages or merit raises. Employees with complaints which do not fall within this policy are advised to pursue normal administrative procedures.

### **5. Investigation Procedures**

5.1 Reports made to the hotline will be made available to specific individuals at the university who have been charged with evaluating and investigating the complaints received. These individuals understand the importance of maintaining confidentiality and investigating reports as appropriate.

### **6. Retaliation and False Claims**

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

6.2 Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.