

# NORTHWEST ASSOCIATION OF COLLEGE AND UNIVERSITY HOUSING OFFICERS

## Whistleblower and Non-Retaliation Policy

**I. GENERAL.** Northwest Association of College and University Housing Officers' requires directors, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Northwest Association of College and University Housing Officers, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

**II. REPORTING RESPONSIBILITY.** It is the responsibility of all directors, officers, employees, and volunteers to comply with and to report violations or suspected violations of the policies of Northwest Association of College and University Housing Officers or any state or federal laws.

**III. NO RETALIATION.** No director, officer, employee, volunteer, or contractor who in good faith reports a violation of the policies of Northwest Association of College and University Housing Officers or any state or federal laws shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Northwest Association of College and University Housing Officers prior to seeking resolution outside of Northwest Association of College and University Housing Officers.

**IV. REPORTING VIOLATIONS.** Directors, officers, employees, and volunteers should share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, employees and volunteers should report to the Northwest Association of College and University Housing Officers Executive Director. However, if an employee or volunteer is not comfortable speaking with the Executive Director or is not satisfied with the response, that employee or volunteer is encouraged to report to any officer of the Board.

**V. ACTING IN GOOD FAITH.** Any good faith report, concern or complaint is fully protected by this policy, even if the report, question or concern is, after investigation, not substantiated. Anyone filing a complaint concerning a


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violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of Northwest Association of College and University Housing Officers policy, or law. Any allegations that prove not to be substantiated and have been made maliciously or with knowledge that they were false will be treated as a serious disciplinary offense.

**VI. CONFIDENTIALITY.** Upon the request of the complainant, Northwest Association of College and University Housing Officers will use its best efforts to protect the confidentiality of the complainant for any good faith report. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**VII. HANDLING OF REPORTED VIOLATIONS.** All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The complainant will be informed that follow-up has or is occurring within two weeks after the Executive Director or board officer has received the complaint or report. The Executive Committee shall be informed of all such complaints or reports.

Adopted by the Board of Directors of Northwest Association of College and University Housing Officers on: 12/4/09

Signature:   
Title: Treasurer