

LOYOLA UNIVERSITY NEW ORLEANS

NON-RETALIATION POLICY

Approved by the Board of Trustees May 16, 2014

Policy Statement:

Retaliation against members of the University community who make good faith reports regarding potential University-related violations of laws, regulations or University policies is prohibited, and violators may be subject to disciplinary action.

Reason for Policy/Purpose:

The purpose of this policy is to comply with applicable federal and local laws prohibiting retaliation, and to promote the fair treatment of members of the University community who make good faith reports of potential University-related violations of laws, regulations or University policies.

Applicable to:

Faculty, staff and students

Policy/Procedures

The University is committed to conducting its affairs honestly, ethically and in compliance with applicable laws and regulations. Members of the University community are encouraged to report good faith concerns about University-related violations of laws, regulations or University policies. Attempts to resolve any such concerns normally should be made by contacting the appropriate supervisor or other contact person with the individual's unit. If the individual is, for any reason, uncomfortable with doing so, reports may be made directly to the University officials responsible for the subject area in question. Reports may also be made to relevant external entities or governmental agencies responsible for the enforcement of laws containing non-retaliation provisions.

Retaliation is an adverse action against the individual because of the individual's good faith report or engagement in protected activity. In addition, no individual may be adversely affected because they refused to carry out a directive which constitutes fraud or is a violation of local, state, federal or other applicable laws and regulations. Retaliation against a member of the University community for making a good faith report of potential University-related legal or policy violations is prohibited and will not be tolerated. The University will review complaints of retaliation and attempted or actual retaliatory action covered under this Policy may subject the violator to disciplinary action.

Reports that are knowingly false, made with malicious intent, or with reckless disregard for or willful ignorance of facts that would disprove the allegation made are not good faith reports, are prohibited by this Policy, and may subject the violator to disciplinary action.

Members of the University community who believe they may have been retaliated against in violation of this Policy may submit a written complaint to the Compliance Office, Office of General Counsel, Human Resources, Student Affairs or the Provost Office. Interim actions may be taken by the University prior to final disposition.

This Policy will be reviewed every two (2) years.