SUMMARY:

Coastal Carolina University, the Board of Trustees, and University Administration are committed to compliance with the laws and regulations to which the University is subject and to promulgating University policies and procedures to interpret and apply these laws and regulations in the University setting. The University’s internal controls and operating procedures are intended to deter, prevent and detect fraudulent or dishonest conduct, violations of law, or other wrongful conduct. The University has the responsibility to investigate wrongful conduct allegations and will use its best efforts to protect whistleblowers against any form of retaliation when such allegations are made in good faith.

POLICY:

I. OVERVIEW

All members of the University community are responsible for reporting possible activities of wrongful conduct, waste, fraud, abuse, and/or discrimination. Employees should report concerns to their supervisor/department head. Students not working for the University should report their concerns to the supervisor/department head of the University employee whom they believe to be engaging in such wrongful conduct. Coastal Carolina University supervisors and department heads are required to report any concerns brought to them, and any wrongful conduct situations they suspect, to their Vice President, the relevant Dean, or the Provost. If, for any reason, an individual finds it difficult to report his/her concerns to the relevant supervisor/department head, he/she may report the matter to the University compliance reporting hotline, administered by EthicsPoint, or other case specific reporting resources outlined below, in a manner consistent with the procedures set forth below.
II. RELEVANCY The goal of this policy is to guide and ensure legal compliance and reduce risk to the institution in order to align with the mission and strategic direction of the University.

III. APPLICABILITY

This policy applies to all members of the Coastal Carolina University community.

IV. DEFINITIONS

A. Wrongful Conduct

Wrongful Conduct includes, but is not limited to, fraudulent or dishonest conduct, violations of law, and/or violations of University policy and the University’s Code of Ethical Conduct http://www.coastal.edu/universitycompliance/code.html. A deliberate act or failure to act with the intention of obtaining an unauthorized benefit from the University constitutes fraudulent or dishonest conduct for the purposes of this policy. Such behavior may include forgery or alteration of documents; unauthorized alteration or manipulation of computer files; fraudulent financial reporting; pursuit of a benefit or advantage in violation of the University’s Conflict of Interest Policy; misappropriation or misuse of University resources, funds, supplies, time, or other assets; and the authorization or receipt of compensation for services not received or not performed, or hours not worked; etc.

B. Good Faith Report

A Good Faith Report, for the purposes of this policy, is defined to be an allegation of wrongful conduct made by an individual who believes that the wrongful conduct may have occurred.

C. Baseless Allegations

Baseless Allegations are allegations made with reckless disregard for their truth or with willful ignorance of facts that would disprove such allegations.

D. Whistleblower

A Whistleblower is an individual who informs a supervisor/department head, Vice President, Dean, the University compliance hotline or website, or other reporting tool about any potential activities of wrongful conduct.
V. PROCEDURE

A. Report your concerns to the appropriate supervisor, department head, Vice President, or relevant Dean.

B. Reporting

1. The University Compliance Hotline (EthicsPoint)

   a. In the event that a whistleblower finds it difficult to report his/her concerns to the appropriate supervisor/department head, Vice President, or relevant Dean, the University provides an internal hotline for the reporting of compliance concerns. Reports to the compliance hotline may be made by calling 1-855-595-9580 or visiting the website at https://secure.ethicspoint.com/domain/media/en/gui/39758/index.html.

   b. Whistleblowers reporting their concerns to the compliance hotline may choose to do so anonymously to the extent allowed by law or required for the successful completion of an investigation.

2. Reporting Using the Incident Reporting System

   This system is for students, faculty, staff, and members of the community to report situations where students participate in behavior that may violate the Code of Student Conduct. Reports may be made by emailing dso@coastal.edu or calling 843-349-4161.

3. Reporting Using CHANT Intervention Team (C-IT)

   This system is for the University community to report concerning behaviors of a student. Reports may be made by calling 843-349-4161 or may be submitted online at http://www.coastal.edu/deanofstudents/studentadvocacyandintervention/chant/index.html#d.en.17717

4. Silent Witness Program

   This is a reporting system through the University’s Department of Public Safety which acts as a Tip Line, allowing students, faculty and staff to report illegal activities through a confidential text message and voice mail phone system. To report, call or text 843-349-TIPS. More information can be found at http://www.coastal.edu/safety/witness/.

5. Environmental Health and Safety
This report is a way for the CCU community to bring concern to the EH&S Department staff on safety and fire hazards as well as environmental issues. To report, please call 843-234-3433 or file a report at http://www.coastal.edu/administration/ehs/hazardReport.html.

6. Safety and Transportation Reporting Emergencies

To report a Campus Emergency, contact: CCU Public Safety – ext. 2911 from on campus or 843-349-2911 from an off campus line or cell phone; or look for and use a Campus Emergency Call box. In an emergency in which public safety cannot be reached, call 9-911.

7. NCAA Compliance

The Coastal Carolina University Athletics Compliance Office is committed and compelled to the principle of institutional control in the operation of the athletics department in a manner that is consistent with the rules and regulations of the NCAA, the Big South Conference and the University. The compliance staff invites and encourages anyone with a compliance related question or concern to contact the compliance staff at 843-349-2029 or abeam@coastal.edu.

8. Title IX; Sexual Harassment; Discrimination

It is the policy of Coastal Carolina University to prohibit discrimination on the basis of age, color, disability, gender, national origin, race, religion, sex or veteran's status in regard to the administration of all campus programs, services and activities including intercollegiate athletics, and the admission of students, employment actions, or other sponsored activities. Coastal Carolina University faculty, staff, and students with inquiries concerning the application of Title IX to the University's programs and activities, or for inquiries regarding allegations of discrimination or grievances concerning Title IX can contact 843-333-6229 or titleix@coastal.edu.

9. Academic Integrity

Alleged academic violations should be reported in writing to the instructor of the class or the Office of Academic Integrity within ten (10) business days of receiving knowledge of a possible violation. The report may be submitted by anyone who is aware of the violation, including the student who committed the violation or any student, faculty or staff member who observed or has knowledge of the violation. The faculty member will report the alleged violation through the Academic Integrity on-line
reporting system. For more information, contact 843-349-6594 or Alofficer@coastal.edu.

10. Crisis Counseling Services

Students experiencing a psychological emergency can be seen immediately in Counseling Services. During regular office hours (Monday – Friday, 8:30 to 5:00), a student can simply “show up” and be seen. Crisis services are offered after hours when students are experiencing psychological emergencies such as suicidal behavior, sexual assault, or psychotic thoughts. A counselor can be reached after hours by contacting Public Safety at 843-349-2911. For more information, see http://www.coastal.edu/counseling/crisis.html

11. Staff Advisory Council

The mission of the Staff Advisory Council is to facilitate an active and participatory line of communication and engagement among the University community, especially staff, and to provide a forum through which staff can raise, discuss, and make direct recommendations to the University President and the University Administration in support of the University’s mission. This reporting mechanism functions as a suggestion box and can be found at https://www.coastal.edu/staffadvisory/suggestion.html.

12. Office of the Faculty Ombuds

The Ombuds Office provides dispute resolution services and serves as an information and communication resource, an informal mediation resource and a source of recommendations for positive institutional change for the University. The Ombuds operates as an impartial, independent, informal and confidential resource available for any faculty member at Coastal Carolina University to help facilitate options for equitable and civil resolutions to work related questions, issues, concerns and conflicts. If you wish to meet with the Ombuds please visit www.coastal.edu/ombuds to set up a meeting time.

13. Office of the President

By sending a suggestion or concern, you are authorizing the President and the President's staff to discreetly investigate your situation and address possible solutions. All suggestions and concerns are submitted in complete confidentiality and those who submit are fully protected from retaliation of any kind. If you have a suggestion or concern, please visit
http://www.coastal.edu/president/suggestionbox/ or email president@coastal.edu.

C. Anonymous Reporting

A good faith report of possible wrongful conduct in violation of the University’s Code of Ethical Conduct may be made anonymously through the EthicsPoint website or hotline number. EthicsPoint is a third-party provider. The reports go directly to EthicsPoint, not the University. Continued anonymity for follow-up questions and dialogue with the investigator is facilitated by the creation of a unique password.

D. Baseless Allegations

Individuals bringing forth baseless allegations may be subject to disciplinary action independent of this policy.

VI. RIGHTS AND RESPONSIBILITIES

A. Retaliation

1. The University and its employees may not retaliate against a whistleblower with the intent or effect of adversely affecting the terms and conditions of employment. An individual shall not be discharged, receive or be threatened with adverse employment action, or otherwise be retaliated against regarding the individual’s compensation, terms, conditions, location, or privileges of employment on the basis that:
   a. The individual, or a person acting on behalf of the individual, makes a good faith report of wrongful conduct; or
   b. The individual chooses to or is requested by a public body or court to participate in an authorized investigation, hearing, or inquiry, or a court action.

2. An individual whom the University finds to have taken retaliatory action against a whistleblower acting in good faith is subject to disciplinary action per University policy FAST-HREO 222 Disciplinary Action and Termination for Cause.

B. Confidentiality

The University will make every effort to keep the whistleblower’s identity confidential; however, it cannot guarantee confidentiality under certain circumstances. The identity of the whistleblower will remain confidential, unless the person agrees to be identified; identification is necessary to allow the University or law enforcement to investigate or respond effectively to the
report; identification is required by law; and/or the person accused of wrongful conduct is entitled to the information as a matter of legal right in disciplinary proceedings.