

# LAKE SUPERIOR STATE UNIVERSITY PROCEDURES MANUAL

## Administrative Policy

**Section:** Employee/Labor Relations

**Section Number:** 4.5.3

**Subject:** Whistleblower Policy

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**Date of Present Issue:**  
11/4/2024

**Date of Previous Issues:**

### **Purpose:**

Lake Superior State University is dedicated to promoting integrity and transparency among all employees and affiliates. Reporting misconduct is both a right and a responsibility that reinforces the values of the University. We are committed to fostering a culture of open communication and ethical behavior, ensuring a safe environment where employees can confidently express their concerns. This policy establishes a framework that allows employees to report suspected improper conduct related to the University without fear of retaliation. It aims to encourage and facilitate the reporting of such conduct and participation in hearings, investigations, legislative inquiries, court actions, or other official inquiries. Additionally, this policy guides the University in addressing improper conduct.

### **Scope:**

This policy applies to all employees of the University, including full-time, part-time, temporary staff, and students.

### **Policy:**

Lake Superior State University is committed to complying with all applicable whistleblower protection laws. No individual who, in good faith, reports, is about to report, or participates in the investigation of improper conduct shall face harassment, retaliation, or adverse employment consequences. Any employee who retaliates against an individual making a good faith report of improper conduct may face disciplinary action, which could include termination of employment, as well as potential penalties and fines as stipulated by state and federal law.

### **Definition of Improper Conduct:**

For the purposes of this policy, "improper conduct" encompasses, but is not limited to:

- Fraud, corruption, or misappropriation of University resources
- Violations of University policies or legal regulations
- Discrimination, harassment, or retaliation
- Safety violations, environmental hazards, or breaches of public health laws
- Misuse of authority for personal gain

### **Reporting Channels:**

Employees may report improper conduct through the following channels:

1. Written notification to their direct supervisor
2. Written notification to the Lake Superior State University Human Resources Office

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**Encouragement of a Positive Reporting Culture:**

Lake Superior State University is committed to cultivating an environment that encourages ethical reporting. The University acknowledges that whistleblowing is essential to maintaining a healthy, transparent, and accountable institution.

**References:**

- Michigan P.A. 469 of 1980 (Whistleblower Protection Act)
- U.S. Department of Labor Office of Whistleblower Protection Laws and Regulations (including but not limited to 41 U.S.C. 4712)