

Whistleblower Protection Policy

If any officer or employee of the Garrett-Evangelical community reasonably believes that some policy, practice, or activity of the Seminary is unethical, questionable, or is in violation of law, we encourage them to share questions, concerns, suggestions or complaints with the president, except that if such concern is regarding sexual harassment, the reporting should follow the procedures in the sexual-harassment policy (see “Sexual Harassment” on page 23 of this handbook). If the individual is not comfortable speaking with the president, they have the option of reporting such a concern on an anonymous basis by dialing a third-party managed toll-free **Campus Conduct Hotline®** and following the reporting procedure described below.

It is the intent of Garrett-Evangelical to adhere to all laws, regulations, and accounting principles that apply to the Seminary, and the underlying purpose of this policy is to support the Seminary's goal of legal and financial reporting compliance. The support of all officers and employees of Garrett-Evangelical is necessary to ensure compliance with all applicable laws and regulations. This policy protects the complainant from retaliation provided the individual, in good faith, brings the alleged unethical, questionable, or unlawful activity, policy, or practice to the attention of the president or Conduct Hotline as appropriate, and affords Garrett-Evangelical a reasonable opportunity to investigate and, if necessary, correct the alleged activity, policy, or practice.

The protections described below are only available to those individuals who comply with these requirements, as follows: Garrett-Evangelical will not retaliate against any officer or employee who, in good faith, has made a report or protest, or who has raised a complaint against some practice or policy of Garrett-Evangelical, or of another individual or entity with whom Garrett-Evangelical has a working relationship, on the basis of a reasonable belief that the practice or policy is unethical, questionable, or is in violation of law, applicable regulation, or a mandate of public policy.

Further, Garrett-Evangelical will not retaliate against any officer or employee who in good faith discloses or threatens to disclose to a supervisor or a public agency having oversight authority regarding any activity, policy, or practice of Garrett-Evangelical that the disclosing person reasonably believes is in violation of a law, or a rule, or regulation pursuant to law or is in violation of a mandate or public policy concerning health, safety, welfare, or protection of the environment. Any individual who deliberately or maliciously provides false or frivolous information may be subject to disciplinary action, as the circumstances warrant, up to and including termination of employment or other relationship to the Seminary, as the case may be.

Anonymous Whistleblower Reporting Procedure

***Please note that this is not a first responder system.
If this is an immediate emergency, please contact 911.***

If the officer or employee reasonably believes that some policy, practice, or activity of the Seminary is unethical, questionable, or is in violation of law, you have the option of reporting such a concern on an anonymous basis by dialing toll-free a third party administered **Campus Conduct Hotline®** at **866.943.5787**. Translation services are available should you need them.

Once you have dialed the toll-free number, the reporting and follow-up process is as follows:

- Your call is greeted promptly and courteously by a person who makes certain you understand the **Campus Conduct Hotline®** program and how it functions. If you prefer to make your report in a language other than English, tell the person who answers and they will arrange for a translator to participate in the call.
- At the beginning of the interview, you are provided with a randomly generated case number that you should use to check back for updates and requests for additional information. Be sure to write this number down and keep it in a secure place.
- You then are interviewed about your question or concern.
- Your interview is not recorded. Instead, the interviewer types notes of your conversation. Whether or not you choose to provide your name is completely up to you.
- It is important that you try to be as specific as possible about the information you provide, especially names, dates, and places if possible.
- Within one business day of your call, a summary of the interview is forwarded to your institution. The goal is to respond to you in five business days. In some cases, the response may be a request for additional information.
- To receive your response, you need to call back and provide the case number assigned to you. At that time, you might be asked to call back at a later date. You will be able to keep checking back for updates.

Please be sure to call back in five business days to check to see if any additional information is needed. Alternatively, if you would like someone to contact you directly, you may leave your name along with a phone number where and when you would prefer to be called.

At no time are you required to identify yourself. All information provided is completely confidential and anonymous.