
PROCEDURE FOR REPORTING AND PROTECTION OF BOISE STATE UNIVERSITY EMPLOYEES WHO REPORT WASTE AND VIOLATION OF LAW, RULE, OR REGULATION

PURPOSE: To provide BSU employees with the opportunity to report, in good faith, waste and violations of law, rule, or regulation without fear of adverse action or reprisal, in accord with Chapter 21, Title 6, Idaho Code (Whistleblower Act).

I. Procedure for Reporting:

BSU employees, or an authorized representative, has the right to report waste and/or violations or suspected violations of law, rule, or regulation. To report waste or a violation the employee, or their representative, should communicate in writing or verbally with the department administrator or with the appropriate Vice President, Provost, or President of the University. The employee should communicate at a time and in a manner that gives the University reasonable opportunity to correct the waste or violation.

II. Protection of the Employee:

Boise State University nor any of its employees will take adverse action against an employee for any of the following:

- A. The employees, or an authorized representative, communicates in good faith the existence of any waste of public funds, property or manpower, or a violation or suspected violation of a government law, rule, or regulation.
- B. An employee participates or gives information in an investigation, hearing, court proceeding, legislative or other inquiry, or other form of administrative review.
- C. The employee has objected or refused to carry out a directive that the employee reasonably believes violates a law or a rule or a regulation adopted by state, local, or federal government.
- D. Employees of Boise State University have the right to document the existence of any waste of public funds, property or manpower, and a violation, or suspected violation of laws, rules, and regulations in a reasonable way. The University will not unreasonably restrict the employee's ability to document these things.

III. Remedies for Employees Bringing Forth Information about Waste or Violation:

Any employee who believes that they have been adversely impacted by the University or any of its employees because they communicated about waste, violations, or suspected violations have the right to file a grievance against the offending employee or administrator through normal grievance procedures established for all employee groups.

IV. Employee Obligations:

When an employee communicates a waste or wrongdoing by Boise State University, the employee should do so in good faith. It is considered good faith if there is a reasonable basis in fact for the communication. Good faith is lacking where the employee knew or reasonably ought to have known that the report is malicious, false, or frivolous.