

<b>Section:</b>	IX.2.18	
<b>Title:</b>	Reporting and Non-retaliation Policy	
<b>Effective Date:</b>	April 25, 2017	
<b>Approved By:</b>	President	
<b>Responsible Unit:</b>	Office of Human Resources (609-771-2282; hr@tcnj.edu)	
<b>Related Documents:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Reporting Ethics and Other Violations</a></li> <li>• <a href="#">TCNJ Policy Prohibiting Discrimination in the Workplace/Educational Environment</a></li> </ul>	
<b>History:</b>		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
1.0	April 25, 2017	New Policy; Initial release

## I. INTRODUCTION

The College of New Jersey (“TCNJ” or the “College”) is committed to operating honestly, ethically, and in compliance with applicable laws, regulation, and College policies. This includes applicable federal and state laws that prohibit retaliation and promote fair treatment of members of the College community who make good faith reports of potential College-related violations of laws, regulations or College policies. Therefore, the College establishes this Reporting and Non-retaliation Policy (“Policy”) in accordance with this commitment and pursuant to New Jersey’s Conscientious Employee Protection Act (N.J.S.A. 34:19-1, et seq.).

## II. DEFINITIONS

N/A

## III. POLICY

### A. Reporting

Members of the College community are encouraged to report good faith concerns about possible College-related violations of laws, regulations, or College policies. Attempts to resolve any such concerns generally should be made by contacting the appropriate supervisor or other designated person within the individual’s unit. For cases in which that supervisor or designated individual is implicated, a report may instead be made to the cognizant vice president or the Compliance Office. There are also specific channels for reporting different types of concerns. Before reporting a concern, individuals are encouraged to <https://compliance.tcnj.edu/reporting-a-violation/>. Alternatively, the College community may report concerns about potential violations anonymously, using the EthicsPoint Hotline at 1 (888) 366-6025

or at <http://ethicspoint.com>. However, employees should be aware that it may be difficult for the College to fully investigate certain anonymous reports or effectively extend non-retaliation protection to anonymous reporters. Of course, any concern about criminal activity or actual or threatened serious personal injury should be immediately reported to Campus Police at 609-771-2345 or 911.

B. Non-retaliation

Retaliation against members of the College community who make good faith reports regarding potential College-related violations of laws, regulations, or College policies is prohibited. The College will review complaints of retaliation, and any 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 fact that would disprove the allegation made are not good faith reports, are prohibited by this policy, and may subject the violator to disciplinary action.

C. New Jersey Conscientious Employee Protection Act (“CEPA”)

In addition to the College’s general prohibition against retaliation, the College complies with its obligations under CEPA, which prohibits employers from taking any retaliatory action against an employee who takes certain actions and fulfills mandated reporting responsibilities.

Information related to employee protections and responsibilities under CEPA can be found at the following link: <http://ethics.pages.tcnj.edu/files/2010/06/cepa.pdf>.

D. Retaliation Complaint

Individuals who believe that they have been retaliated against may submit a written or oral complaint to Human Resources.