Saint Louis University is committed to being compliant with federal, state, local laws, and University policy. The purpose of this policy is to establish the process to address reported concerns of misconduct.

All members of the Saint Louis University community are responsible for ensuring that University business is conducted with honesty and integrity. Community members who have a reason to believe that a member of the University may have violated a law, rule, regulation, or policy have a responsibility to submit a good faith report of those concerns as outlined in this policy.

The University provides multiple options for reporting misconduct, which are outlined below. Unless required to report misconduct to a specific office by regulation or policy, SLU community members should follow the steps below.
Reporting Concerns of Misconduct

1. **Supervisor.** An employee’s supervisor is often the most efficient and accessible first step to report concerns.

2. **University Offices.** When circumstances for reporting to a supervisor or manager are not a viable option, employees should report concerns to the appropriate office listed below.

   Academic matters: [Provost's Office](#) 977-2193  
   Athletic matters: [Department of Athletics](#) 977-3167  
   Criminal matters: [Department of Public Safety](#) 977-3000  
   Employment matters: [Human Resources](#) 977-2358  
   Equity and Diversity: [Office of Institutional Equity and Diversity](#) 977-3838  
   Financial matters: [Business and Finance](#) 977-3139  
   Legal matters: [General Counsel](#) 977-2506  
   Privacy matters: [Office of University Compliance and Ethics](#) 977-5545  
   Research matters: [Research Administration](#) 977-7742  
   SLUCare matters: [SLUCare Administration](#) 977-7661  
   Student matters: [Student Affairs](#) 977-2226  
   All others: ([Human Resources](#) 977-2358

3. **Office of University Compliance and Ethics.** If a community member feels that concerns are not adequately addressed by the offices above or the individual does not feel comfortable speaking with them, the Office of University Compliance and Ethics may be utilized as a reporting source.

4. **SLU Integrity Hotline.** The final option to report concerns of misconduct is through the University’s anonymous hotline—submissions can be made online or by calling 1-877-525-5669.

Investigating Concerns of Misconduct

Reports of misconduct will be reviewed and investigated as needed by the appropriate University official determined by the nature of the report.

1. Concerns submitted outside of the SLU Integrity Hotline.
   - Follow the review and investigation procedures established by the appropriate department or unit.  
   - Office of Institutional Equity and Diversity provides policy, resources, and education and/or training. See [Sexual Misconduct Policy](#) and [Harassment Policy](#).

2. **SLU Integrity Hotline Reports.**
   - Follow the communication, review and investigation procedures outlined in the procedure attached to this policy.

Confidentiality

The University Official assigned to review an allegation or to conduct an investigation shall seek to protect the confidentiality of respondents and complainants by limiting disclosure to those who need to know in order to carry out a thorough, competent, objective, and fair review or investigation.
Protection from Retaliation

Saint Louis University prohibits retaliation against any individual who, in good faith, reports an allegation of misconduct or participates in an investigation. See: Non-Retaliation Policy.

False Reports

Knowingly making false reports may subject the reporter to discipline, up to and including termination or employment or expulsion from the University.

3.0 Scope

This policy applies to all operating units of Saint Louis University and Saint Louis University-Madrid including all faculty, staff, students, and other workforce members not otherwise covered.

4.0 Procedures

Will link to procedure related to Investigation of reports to SLU Integrity Hotline

5.0 Sanctions

Individuals who fail to comply with this policy and the procedures associated with it may be subject to disciplinary actions guided by the rules, regulations, and policies of Saint Louis University, including but not limited to the University’s Staff Performance Management Policy, SLU Faculty Manual (St. Louis Campus), Code of Professional Conduct for Residents and Fellows, or Student Handbook. Non-compliance with this policy may result in disciplinary action, up to and including separation from the University.

6.0 Responsibilities

All Individuals. Report good faith concerns to the appropriate university leader or department. Participate truthfully and cooperatively in investigations of wrongdoing.

Office of University Compliance and Ethics: The Office of University Compliance and Ethics is responsible for maintaining the SLU Integrity Hotline and ensuring investigation oversight and resolution.

7.0 References

University Policies Including But Not Limited To:

Code of Professional Conduct for Residents and Fellows
Minors in Laboratories
Policy on Non-Retaliation
Policy for the Protection of Minors
Respecting to Allegations of Research Misconduct
Sexual Misconduct and Harassment Policy
SLU Faculty Manual (St. Louis Campus)
8.0 Definitions

**Good Faith Report**: Any report, communication, or other disclosure about actual or suspected misconduct engaged in by a member of the University faculty, staff, or student body, which is made with a good faith reason to believe that misconduct has occurred.

**Investigation**: The steps taken to analyze all relevant information regarding suspected or alleged misconduct and then determine whether sufficient evidence exists to find that misconduct occurred.

**Misconduct**: A violation of University policy, regulation, or law.

**Retaliation**: Refers to any adverse action or attempts including harassment, threats, intimidation, or coercion that would discourage a reasonable person from reporting alleged misconduct or participating in an investigation.

**SLU Integrity Hotline**: The University’s hotline where community members can share concerns of misconduct anonymously.

**University Community Members**: Faculty, staff, students, volunteers, alumni, and other workforce members not otherwise covered.

9.0 History

This policy replaces the drafted Compliance Hotline Policy dated July 12, 2018 and the Compliance Hotline Policy for the SLUCare Physician Group dated January 1, 2006.

Attachments:

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<tbody>
<tr>
<td>Approver</td>
</tr>
<tr>
<td>Jessica Evenson</td>
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<td>Michael Reeves</td>
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**Applicability**

SLUCare, Saint Louis University