The general purpose of this policy is to provide guidelines for reporting suspected improper or wrongful conduct within Montana State University Billings, as well as protect from retaliation any Montana State University Billings employee or other member of the Montana State University Billings community who makes a good faith report of suspected improper or wrongful conduct. This policy applies to all employees including students and volunteers.

Montana State University Billings is responsible for the proper use of its resources. The University is committed to conducting its affairs in full compliance with the law and with its own policies and procedures. Such adherence strengthens and promotes ethical and fair practices and treatment of all members of the University and those who conduct business with the University.

The University has internal controls and procedures that are intended to prevent or deter improper conduct. Although controls are in place, there may be intentional and/or unintentional violations of laws, regulations, policies and procedures. Montana State University Billings encourages all faculty, staff, students, and volunteers, acting in good faith, to report suspected or actual improper or wrongful conduct.

A good faith report means an allegation made with the honest belief that misconduct may have occurred. An allegation is not in good faith if it is made with reckless disregard for or willful ignorance of facts that would disprove the allegation.

This policy provides for confidentiality and confirms that any person who makes a good faith report of suspected improper or wrongful conduct will be protected from retaliation by the University or anyone within its control.

**What to Report:**
Examples to report include any situation that willfully violates a MSU Billings, Montana University System or Board of Regents policy, an applicable law or regulation; involves fiscal misconduct, theft or fraudulent activity, wage, benefit or hours abuses; misuses university property or equipment; or involves conflicts of interest.

Additional reporting information:
- Montana State University Four-Campus Fiscal Misconduct Policy: [http://www2.montana.edu/policy/fiscal_misconduct/](http://www2.montana.edu/policy/fiscal_misconduct/)
**How to Report:**

- In writing or orally - with as much specific factual information as possible (report what you know, but do not investigate)
  - Who? Who is involved? Who knows about it? Who can corroborate?
  - What? What specifically did the suspect do?
  - Where? Which department, division, location?
  - When? When did it happen? Frequency?
  - Why? Motives?
  - How? How did it happen? Lack of controls, collusion, other?
  - What kind of documents would contain evidence? Where are the documents located? Who controls the documentation?
- Anonymous reports may be made but they must include sufficient corroborating evidence to justify initiating an investigation.
- Time limit to report - the allegation of suspected improper conduct should be reported as soon as possible and no later than one (1) year after the event(s) giving rise to the allegation, unless there is good cause to explain the delay.

**Where to Report:**

- MSU Billings Administrative Vice Chancellor (406) 657-2155
- MSU Billings Human Resources Director (406) 657-2221
- MSU Billings Budget Director & Internal Auditor (406) 657-1680

**Protection from Retaliation:**

The University is committed to protecting individuals who are making a good faith report against adverse employment or academic actions. Such individuals will be protected from retaliation by the University or anyone within its control. If you believe you have been retaliated against for reporting an improper activity, please file a complaint with the MSU Billings Human Resources Director.

**False Allegations:**

This policy is also intended to protect individuals against false allegations of wrongful misconduct. Any reported allegation of suspected improper or wrongful conduct that proves to have been both unsubstantiated and made with malice or with knowledge of its falsity is not protected by this policy. Any employee or individual who knowingly or with reckless disregard for the truth gives false information or knowingly makes a false report of wrongful conduct or a subsequent false report of retaliation will be subject to disciplinary action, up to and including termination. Allegations that are not substantiated yet are made in good faith are not subject to corrective action.