204 Maintaining Confidentiality

204 MAINTAINING CONFIDENTIALITY

Policy:
Fraud and ethics complaints shall be handled with sensitivity, discretion and confidentiality.

Procedure:

A) Concerns will be shared only with those individuals who have a need to know.

B) Disclosure of information related to a fraud or ethics complaint to individuals not involved in the investigation or review of the complaint will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment.