




# Mississippi State UNIVERSITY

## Office of Internal Audit

August 18, 2009

To: Vice Presidents, Deans, Directors, and Department Heads

From: Don Zant   
Director

Subject: Mississippi State University Ethics and Whistleblower Policy Poster

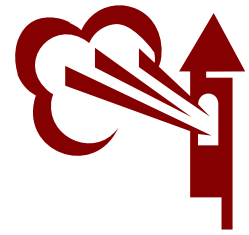
As you may know, the University recently launched the MSU Ethics Line. In conjunction with the new web based reporting service, MSU has developed a "Whistleblower" policy that provides protection from retaliation and helps ensure compliance with federal regulations related to American Recovery and Reinvestment Act (ARRA) funds. The new policy can be found at [www.msstate.edu/dept/audit/0107.html](http://www.msstate.edu/dept/audit/0107.html).

The enclosed poster details what employees can report, how to file a report, where to report and the protections afforded to employees who blow the whistle. The posting of this information is necessary to comply with ARRA related federal regulations. Therefore, please place the poster on your departmental bulletin board.

MSU's departments of internal audit and human resources management, along with the general counsel's office, recently conferred with an authority in the field to develop content for broad-based training related to ethical situations that might be encountered and how they relate to applicable laws, regulations and policies. Beginning Sept. 15 for non-academic administrators, human resources staff members will begin online training and, later, class discussions of case studies.

If you have questions regarding or need additional information, please contact the Office of Internal Audit at 325-7353.

# BLOW THE WHISTLE!



Mississippi State University wants you to report improper activities, and will protect you from retaliation for whistleblowing.

## What You Can Report

- A violation of applicable state and/or federal laws and regulations
- A serious violation of University policy
- The use of University property, resources, or authority for personal gain or other non University-related purpose except as provided under University policy
- in relation to ARRA\* funds:
  - gross mismanagement of an agency contract or grant relating to recovery funds;
  - a gross waste of recovery funds;
  - a substantial and specific danger to public health or safety related to the implementation or use of recovery funds;
  - an abuse of authority related to the implementation or use of recovery funds; or
  - a violation of law, rule, or regulation related to an agency contract or grant awarded or issued relating to recovery funds.

## How to Report

- In writing or orally
- With as much specific factual information as possible (report what you know, but don't investigate—leave that to the experts!)
- Anonymously, if preferred.
- Directly to any of the above offices
- University wide MSU Ethics Line which is independently operated by EthicsPoint to help ensure confidentiality.  
1-877-310-0424 or  
[www.msstate.ethicspoint.com](http://www.msstate.ethicspoint.com)

## Where to Report

- Your supervisor (or other appropriate administrator within your unit), or directly to:
  - Office of Internal Audit (662) 325-7353
  - MSU Office of Diversity and Equity Programs (662) 325-2493
  - Human Resources Management (662) 325-3713
  - MSU Campus Police Department (662) 325-2121
  - Office of Regulatory Compliance (662) 325 - 3294

## Protection from Retaliation

If you believe you have been retaliated against for whistleblowing, you may file a complaint with Human Resources Management, the Office of Diversity and Equity Programs, the Office of the Provost or your supervisor.

## For more information

The University's Whistleblower policy can be found online at:

[www.msstate.edu/dept/audit/0107.html](http://www.msstate.edu/dept/audit/0107.html)



*\* Note - Reports related to the federal American Recovery and Reinvestment Act (ARRA) of 2009 funds may be made to an inspector general, the Comptroller General, a member of Congress, a State or Federal regulatory or law enforcement agency, a person with supervisory authority over the employee (or such other person working for the employer who has the authority to investigate, discover, or terminate misconduct). Additional information regarding whistle blower protection related to ARRA funds may be found at <http://www.recovery.gov/>.*



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