

POLICY AGAINST RETALIATION

Purpose of Policy

All COIC employees are encouraged to report information regarding alleged improper or wrongful activity that, considered in good faith, constitutes: fraud, discrimination, harassment, unethical or unprofessional behavior, non-compliance with COIC rules and policies, alleged violations of laws or rules, and circumstances of substantial risk of public harm.

A major deterrent to such reporting can be the fear that the person or persons against whom the report is made will retaliate against the person making the report.

General Statement of the Policy against Retaliation

COIC does not tolerate and strictly enforces prohibition from forms of retaliation or adverse action against other employees or persons who, in good faith, disclose concerns related to those noted above.

COIC encourages prompt reporting.

Types of Retaliation that are Prohibited

The types of retaliation that are prohibited include but are not limited to:

- Intimidation;
- Mocking;
- Bullying;
- Adverse action with respect to work assignments, compensation, and use of leaves, and other terms of employment;
- Unlawful discrimination;
- Termination of employment; and
- Threats of any of the above.

Note that an adverse personnel or disciplinary action against an employee whose conduct or performance warrants such action for reasons unrelated to the reporting of a concern will not be deemed a violation of this policy.

Sanctions for Violation of the Retaliation Policy

Individuals who violate this policy shall be subject to appropriate disciplinary proceedings as set forth in COIC policies, including, but not limited to, the Personnel Policy, and collective bargaining agreement. If found to have violated the policy, employees may be subjected to the full range of available sanctions, up to and including termination of employment.

Persons who knowingly and intentionally make a false report of non-compliance may also be subjected to the full range of available sanctions, up to and including termination of employment.

Possible Contacts

In the event you seek to disclose a concern, you must report it to your supervisor, Human Resources Manager, or Department Manager with whom you are comfortable reporting the concern.

Additionally, should you become aware that another person has made a disclosure about you or your related work; you are not to engage in any retaliatory action against that employee.

Please consult the Human Resources Manager if you feel you need to discuss any difficulties presented by this obligation.

My signature below indicates my receipt and understanding of this obligation. I also verify that I have been provided with an opportunity to ask questions about the obligation.

Employee Signature

Date