Financial Misconduct and Reporting Policy

Willamette University employees are expected to adhere to high standards of professional, ethical and legal conduct in carrying out their duties. These standards apply to all financial practices, including appropriate accounting, internal controls, auditing and compliance and are the responsibility of every member of the community. Early identification and resolution of ethical or legal issues help to protect the institution’s resources, which in turn support the institution’s mission.

Any employee who observes financial activities or practices believed to be against the law or against university policy should promptly report them to his or her immediate supervisor. If there are reasons not to make the report to the immediate supervisor, it may be made to the controller, the human resources director, a member of administrative council, or the university’s legal counsel. Reports may be made anonymously, in which case they should be in writing to an appropriate official via campus mail or US Mail.

Reports and investigations will be kept confidential to the extent possible consistent with University policies, applicable laws, and the need for an adequate investigation. The University will take steps to ensure that employees who come forward in good faith will be protected from harassment, retaliation, or adverse employment practices.