



## OPERATIONAL POLICY: 2.25

Operational Policy Owner: Chief Human Resources Officer

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# Reporting Dishonest or Fraudulent Conduct

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## OPERATIONAL POLICY STATEMENT

The College will investigate any possible fraudulent or dishonest use or misuse of College resources or property by faculty, staff or students. All employees are encouraged to report possible fraudulent or dishonest conduct. Examples of such conduct could include, but not be limited to:

- Violation of College Policy
- Violation of any law (Federal or State)
- Mismanagement, gross waste of money or an abuse of authority
- Forging or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Misappropriation or misuse of College resources such as funds, supplies or other assets

Pursuant to Arizona Revised Statutes 38-532, College employees and Board members may not retaliate against an employee who informs a supervisor or the Human Resources Department about an activity which that person believes to be dishonest, fraudulent and a misuse of public funds. This includes but is not limited to adverse impact on salary or wages or other terms or conditions of employment.

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## PROCEDURE

Employees should report behavior that they believe to be dishonest or fraudulent as outlined above to their Supervisor or the Human Resources Department. Supervisors are responsible for contacting the Human Resources Department immediately after receiving information that would fall under the scope of this Operational Policy. Under the direction of the Chief Human Resources Officer, an investigation will take place to determine the facts and legitimacy of the reported findings. Appropriate internal corrective action, up to and including termination, as well as civil or criminal prosecution, may result, dependent on the results of the investigation.

Employees who believe they have been retaliated against may file a written complaint with the Chief Human Resources Officer. A proven complaint of retaliation shall result in the initiation of corrective action, up to and including termination, against the retaliator.

Employees must be cautious to avoid baseless allegations and should have facts and evidence to support their claims. Any employee who knowingly makes false accusations of alleged wrongful conduct shall be subject to corrective action, up to and including termination, and possible civil monetary penalties.

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## **RELATED INFORMATION**

[Arizona Revised Statutes 38-532](#)

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## **OPERATIONAL POLICY HISTORY**

Formerly Policy 2.4.7, Adopted 6/1/2007  
Renumbered to Policy 2.25 in 10/2014  
Revised to "Operational" Policy 3/5/2021

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