

## Whistleblower Policy

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**Last Updated:** 03/20/2026

**Board Agenda ID:** BD 19-26

**Scope:** This policy applies to all employees (full-time and student), volunteers, executive officers, and board members working within the Associated Students, Inc. at CSUSB. For this policy, all groups listed above will be referred to as ASI members. This policy governs the reporting of suspected illegal, unethical, or dishonest activities, as well as the protections afforded to individuals who make such reports in good faith.

**Purpose:** The purpose of this policy is to establish clear guidelines for reporting concerns related to illegal, unethical, or dishonest behavior within the Associated Students, Inc. at CSUSB. It aims to ensure that ASI members understand their responsibility to report suspected wrongdoing and feel confident that they can do so without fear of retaliation. This policy also reinforces the department's commitment to integrity, accountability, and compliance with applicable laws and regulations, while outlining the processes for receiving, responding to, and investigating reports of suspected misconduct.

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### 1. Policy Statement

- a. A whistleblower, as defined in this policy, is an employee, executive officer, board member, or volunteer who reports activity they believe to be illegal or dishonest to one or more of the parties outlined herein. Whistleblowers are not responsible for investigating the reported activity or determining corrective action; those responsibilities lie with appropriate management officials.

### 2. Definitions

- a. Illegal or dishonest activities may include, but are not limited to:
  - i. Violations of federal, state, or local laws
  - ii. Billing for services not performed or goods not delivered
  - iii. Fraudulent or misleading financial reporting
- b. ASI members must exercise sound judgment when reporting concerns and avoid making allegations that are knowingly false.

### 3. Reporting Procedures

- a. ASI members who have knowledge of, or a concern regarding, illegal or dishonest activity should report the information to their immediate supervisor or the department's Human Resources representative.
- b. An ASI member who intentionally files a false report of wrongdoing will be subject to disciplinary action, up to and including termination. This will be determined by the ASI Board of Directors in consultation with Human Resources.

### 4. Confidentiality

- a. Where possible, the confidentiality of the whistleblower will be maintained. However, confidentiality may need to be waived when necessary to:
  - i. Conduct a thorough investigation
  - ii. Comply with legal obligations
  - iii. Protect the rights of individuals accused of wrongdoing

## **5. Non-Retaliation Protections**

- a. The Associated Students, Inc. prohibits retaliation against any whistleblower who reports concerns in good faith. Retaliation includes adverse employment actions such as termination, compensation reductions, unfavorable work assignments, or threats of physical harm.
- b. Any whistleblower who believes they are experiencing retaliation must contact the department's Human Resources representative.
- c. These protections do not provide immunity for personal wrongdoing that is alleged or discovered in the course of an investigation.