



Investigations

HSC is committed to ensuring that all institutional investigations are conducted in a fair, impartial and thorough manner in compliance with all applicable federal and state laws.

Every employee has a duty to report known or alleged violations of policy, even when personally involved in the violation. Authoritative personnel who receive a report of a suspected violation are expected to contact the Office of Institutional Integrity and Awareness. Employees must cooperate with all investigations by providing truthful accounts and relevant documentation in response to questions and information requests.

Compliance concerns and policy violations should be communicated through your supervisor or the Office of Institutional Integrity and Awareness or the third-party Trust Line. An initial inquiry regarding the concern will be made by speaking with the reporter, respondent and any witnesses. After the inquiry, it will be determined if an investigation is needed. Supervisors and upper management will be notified as appropriate that an investigation is in process. The Office of Institutional Integrity and Awareness will work in collaboration with the appropriate department to provide feedback to the reporter regarding the investigation, providing the issue was not reported anonymously. Sources who report anonymously can receive updates through the Trust Line.

Human Resources, Equal Employment Opportunity, Title IX or Student Affairs may investigate compliance concerns. Concerns about accounting and financial fraud will be reported to UNT System Internal Audit. In certain situations, the UNT System Office of the General Counsel may assume responsibility of an investigation.

If allegations are substantiated, the Chief Integrity Officer will make recommendations for disciplinary action up to and including termination. In most cases, the respondent's manager or supervisor will determine the final disciplinary action. In some instances, violation of policy may also have legal implications, subjecting the employee and/or institution to civil or criminal penalties, fines or other sanctions.

Non-Retaliation and Protection from Retaliation

HSC does not tolerate retaliatory behavior. Retaliation is the treatment or condition likely to dissuade a reasonable person from reporting, causing to report or from participating in an investigation of suspected misconduct or a related proceedings, including an action that affects an individual's enrollment, academic progress or business relationship; or an employee's compensation, promotion, transfer, work assignment or performance evaluation. The Office of Integrity and Awareness will review complaints of retaliation and any attempted or actual retaliatory action.

All employees and students have the right to make a "good faith" report of suspected misconduct to the appropriate authority. An employee or student who comes forward in good faith to report actual or suspected misconduct will not be subject to retaliation. **This protection does not extend to self-reported violations.** Team members are prohibited from retaliating against any person or relative of any person who is an employee or student who reports suspected wrongdoing, cooperates with a compliance investigation, or seeks guidance about compliance concerns in good faith.

Any employee who believes he or she is experiencing retaliatory action by another individual as a result of good faith reporting, participation in an investigation and/or filing a complaint is strongly encouraged to report this to the Office of Institutional Integrity and Awareness.

Individuals found to have engaged in retaliation are subject to immediate disciplinary or administrative action, including termination of employment. Students will be subject to the disciplinary process in accordance with the Student Code of Conduct and Civility.

An employee is subject to disciplinary action up to and including termination if they make a false report of retaliation, actual or suspected misconduct, or knowingly provide false answers or information in response to an ongoing investigation.

