



Safe Disclosure Policy	Action number	-----
	Release Date	2023/11
	Review and modification date	2023/12
	Review and modification number	01
	number of pages	02
	Date the procedure was approved	2023/12/15
	Deans Council Resolution No.: 01/01/2023-2024	
Policy Statement	AAU is committed to maintaining the highest standards of integrity, ethical behavior, and accountability. The university encourages all members of its community to report any instances of suspected or actual wrongful conduct and assures that such reports can be made without fear of retribution or retaliation.	
Policy Purpose	<p>The purpose of this policy is to:</p> <ol style="list-style-type: none"> 1. Encourage and enable employees, students, and others to raise serious concerns within the university before seeking resolution outside. 2. Reassure those who raise concerns that they will be protected from reprisals or victimization for whistleblowing in good faith. 3. Provide a transparent and confidential process for dealing with such concerns. 	
Policy Scope	This policy applies to all members of the AAU community, including students, faculty, staff, administrators, and contractors.	
Policy Definitions	<ol style="list-style-type: none"> 1. Wrongful Conduct: Any illegal, unethical, or improper actions or practices within the university. 2. Safe Disclosure: The reporting of wrongful conduct to designated authorities within the university without fear of retaliation. 	
Policy Provisions	<ol style="list-style-type: none"> 1. Reporting Wrongful Conduct: Members of the university community are encouraged to report suspected or actual instances of wrongful conduct to their supervisor, deanship of student affairs, or through the university's anonymous reporting system. 2. Anonymity and Confidentiality: The university will protect the identity of individuals making a report to the greatest extent possible and will keep the information 	



	<p>confidential, subject to the need to conduct a competent investigation.</p> <ol style="list-style-type: none">3. Protection from Retaliation: Retaliation against an individual who in good faith reports a violation or participates in an investigation is strictly prohibited. Any acts of retaliation will be subject to disciplinary action, up to and including termination or expulsion.4. Investigation: All reports will be promptly investigated, and appropriate corrective action will be recommended if warranted by the findings.5. Reporting Mechanism: The university will establish and maintain a reporting mechanism that ensures complaints can be submitted confidentially and anonymously.6. Communication: Information about how to make a safe disclosure, the protections offered by the policy, and the procedures for handling disclosures will be communicated to all members of the university community.
Policy Responsibility	The Deanship of student affairs, and Human Resources and Institutional Development Units are responsible for the receipt, documentation, investigation, and resolution of all reports of wrongful conduct.
Policy Training	Regular training will be provided to all employees and relevant stakeholders on how to recognize wrongful conduct and how to make a report under this policy.
Policy Review	This policy will be reviewed and updated every year or as necessary to ensure that it remains effective and meets the needs of the university community.