

POLICY:  <b>Employee Ethics and Reporting Standards Policy</b>		POLICY NUMBER: <b>AM-023-A1</b>
		PREVIOUS/REPLACES: <b>N/A</b>
APPROVED BY: <b>Executive Committee</b>	EFFECTIVE DATE AS OF: <b>December 1, 2021</b>	PRIOR VERSIONS: <b>Employee Manual</b>

## 1. Policy Statement

Herzing College is founded on the basis of a high standard of principles, beliefs, ethics, and trust. The intention is that all college functions and activities will meet these standards. Students should be able to trust that employees will do what they say and that all communications of the College and its employees are truthful and realistic.

## 2. Scope

Applies to all employees of Herzing College and any independent recruiters.

## 3. Procedure

1. With respect to promotional materials and the verbal representations of employees and representatives, the below examples are not meant to be all inclusive but, rather, illustrative of the College’s expectations.
  - a. **Educational Programs:** As a guide for understanding the content and structure of educational programs offered, the student should be referred to the published program outlines and program descriptions.
  - b. **Employment Success of Graduates:** With respect to job opportunities for graduates, students should be given actual information about graduate employment success as found in approved Herzing documents. For new programs, students should be given local information regarding job demand and compensation ranges in writing as approved by the Career Development Director and the Campus President. This information must be updated annually.
  - c. **Transferability of Credits to other institutions:** Herzing College career program courses are generally designed to meet specific career preparation goals and not specifically for transfer of credit to a university. However, some of the credits in some programs are transferrable to Herzing University Degree programs in the United States or other institutions based upon articulation agreements (these agreements are subject to periodic revision). Specific current information should be obtained from the location Academic Dean. There can never be a blanket statement that credits will be accepted at other institutions unless such institutions have stated in writing which courses are eligible for transfer credit.

The only appropriate information to give to a student regarding transferability of credit is written documentation from Herzing College regarding this issue (exception: in Quebec, Ministry-approved courses are part of the official curriculum).

- d. **Accreditation:** No accreditation, specialized or institutional, may be referred to or implied other than in the College's published material or web site.
2. The employee is expected to administer all aspects of their duties, in conformance with applicable provincial and/or Federal and accrediting regulations (if applicable), Herzing College policies, and good common sense. Employees will not knowingly violate any regulation or policy.
3. If an employee unknowingly or inadvertently violates a government regulation and it is an item that can be remedied easily without violating regulations, they will then remedy the problem. If they cannot resolve the problem or are unable to remedy the problem in a way that will not further violate regulations, they will bring it to the attention of the next level of management. If that individual is not able to satisfactorily address the issue, they will bring it directly to the attention of the Campus President and Chief Operating Officer.
4. If any person from Herzing directs an employee to take an action they feels is contrary to regulations, law, or ethical conduct, it is their responsibility as an employee to:
  - a. Inform that person that they believe the contemplated action may be or is in violation of regulations, law, or ethical conduct.
  - b. Inform the location Campus President and Chief Operating Officer immediately if that person directs the employee to take the action despite it being a violation to regulations, the law, or other ethical conduct.
  - c. Ask for help or clarification on regulations when they are not sure of proper procedures.
5. If the employee observes an activity or action involving Herzing College that they think may be unethical, illegal, or against regulations, it is their responsibility to bring it to the attention of the next level of management. If they are not satisfied with the response or action taken, they will take it to the next level above that, etc. until resolved to their satisfaction. In any event, if at any time the employee is not satisfied with the response or action of management in regard to their observations, they should bring the issue to the attention of the Herzing College System President or Chief Operating Officer.
6. The College has a strict rule of non-retaliation against employees who report expected violations of policy, ethics, or regulations. Refer to the above process and the "AM-024-A1 Whistleblower Policy." If an employee feels retaliated against by a supervisor because they reported an action or activity that they believe is in conflict with Herzing's policy regarding ethics and regulatory compliance, they should bring such concern to the attention of the next level of management. If the issue is not resolved to their satisfaction, it should be brought to the attention of the Herzing College System President or Chief Operating Officer whose contact information is in the Employee Manual.

## 4. Administration

Department Heads, Supervisors, Campus Presidents, and all corporate office staff.

## 5. Review

This policy will be reviewed as required by the Executive Committee in 2025.

## 6. Definitions

**Stakeholder** – Any individual with an interest or concern in the college, including those who are a board member, employee, student, contractor, individual attending College events, facility renter, or user of services.