

# How to Report Concerns Related to Wrongdoing

Exemplary ethical conduct is essential to Murray State University's fulfilling its responsibilities as a public institution of higher education. MSU employees, including student workers, and volunteers are expected to abide by law and University policy applicable to them including the [Statement of Ethical Principles and Code of Conduct](#).

The Murray State University [Whistleblower Program](#) protects employees in making disclosures of violations of law or any facts or information relative to actual or suspected mismanagement, waste, fraud, abuse of authority, or danger to public health and safety.

The United States Congress, in the National Defense Authorization Act for Fiscal Year 2013 (P.L.112-239), provided [enhanced protection](#) for certain whistleblowers.

## WHOM TO CONTACT

Concerns related to violations of law or suspected mismanagement, waste, fraud, abuse of authority, or danger to public health or safety can be shared with your supervisor or any of the following:

Subject	Office	Address	Phone	Fax	Email
Criminal behavior	Public Safety	Murray State University 101 Public Safety Bldg Murray, KY 42071	(270) 809-2222	(270) 809-3692	<a href="mailto:news.police@murraystate.edu">news.police@murraystate.edu</a>
University matters	Office of General Counsel	Murray State University 100 Pogue Library Murray, KY 42071	(270) 809-3399	(270) 809-3471	<a href="mailto:msu.legal@murraystate.edu">msu.legal@murraystate.edu</a>
Employee matters	Office of Human Resources	Murray State University 412 Sparks Hall Murray, KY 42071-3312	(270) 809-2146	(270) 809-3464	<a href="mailto:msu.hr@murraystate.edu">msu.hr@murraystate.edu</a>
Financial matters or if there has been an insufficient response from any of the above offices	Office of Internal Audit	Murray State University 105 Wells Hall Murray, KY 42071	(270) 809-3005	(270) 809-3413	<a href="mailto:msu.auditor@murraystate.edu">msu.auditor@murraystate.edu</a>

## ANONYMOUS REPORTING

The Office of Internal Audit has overall responsibility to ensure that complaints alleging violation of law or suspected mismanagement, waste, fraud, abuse of authority, or danger to public health or safety are properly handled. This office is also responsible for concerns reported anonymously.

Concerns desired to be reported **anonymously** can be done through one of the following processes:

- By completing and electronically submitting the [Report Concerns Form](#)
- By completing and printing the [Report Concerns Form \(PDF\)](#) and mailing it to the Office of Internal Audit at the address provided above.
- By leaving a message on the University's dedicated complaint "hot-line" at [\(270\) 809-5599](tel:270-809-5599)

The printed and on-line forms may be submitted anonymously although you have the option of providing your name and contact information. An anonymous disclosure may limit the ability to investigate the allegations of wrongful conduct if, for instance, additional information or facts are needed. If you supply your name but request confidentiality, the request will be respected to the extent that doing so does not impede the investigation or unless disclosure is required by law. Murray State University cannot guarantee confidentiality.

The procedures described here are not intended to apply to situations for which a procedure already exists. For instance, the procedures for addressing complaints related to the content of or procedure surrounding a performance evaluation is stated at Policy III I of the *Personnel Policies and Procedure Manual*, and those kinds of complaints are not covered by the process described here.

In addition to the University reporting options described above, [Kentucky Revised Statutes \(KRS\) 61.102](#) may be followed.

If you have questions about which process to follow, please contact the Office of Internal Audit, using the contact information provided above.