



Whistleblower Policy

Protection of Individuals Who Report Inappropriate Conduct

Protection of Individuals Reporting Inappropriate Conduct. At the direction of the Board of Trustees (the “Board”) of The American University in Kosovo (the “University” or “AUK”), the University has established a procedure that individuals may use to make reports of misuse of AUK resources, inappropriate actions or other questionable conduct.

Questionable Conduct. It is possible that you may suspect that a trustee, officer, employee, vendor or volunteer has engaged in questionable conduct involving, among other things, the AUK’s assets. This conduct might include corruption, unethical practices, violations of law or regulations, mismanagement, gross waste of funds, abuse of authority, danger to public safety, outright theft (of equipment, resources or cash), fraudulent expense reports, misstatements of any accounts to any superior or to the AUK’s auditors, or even an employee’s or trustee’s conflict of interest that results in financial or reputational harm to the University. The AUK encourages you to report such questionable conduct. You may make a report anonymously if you choose.

Making a Report. You can make a report (anonymously or otherwise) at any time to the persons listed on the AUK website (www.aukonline.org) as an Ombudsman.

Investigation. The Ombudsman or a designee will evaluate and commence an investigation, as appropriate, into the matter you report in a process designed to protect the confidentiality of your identity and written copies of the report of such investigation shall be delivered to the Board's Governance Committee.

No Retaliation. If having made a report of suspect conduct, you subsequently believe that you have been subjected to retaliation of any kind by any AUK employee or representative, you should immediately report it to either the Board Chair or the President of the School.

Reports of retaliation will be evaluated and investigated, as appropriate, in a process designed to protect confidentiality, consistent with a full and fair investigation. The party conducting the investigation may notify you of the results of the investigation, if appropriate.

The AUK strongly disapproves of and will not tolerate any form of retaliation against individuals who report concerns in good faith regarding the AUK's operations. Any AUK employee or representative who engages in such retaliation will be subject to discipline up to and including dismissal.

Penalty For Knowingly Making a False Report. Any AUK employee or representative who knowingly makes a false charge concerning one of the aforementioned types of questionable conduct will also be subject to disciplinary action, including potential dismissal. There may also be further legal liability from the accused in cases of knowingly making a false charge, apart from any disciplinary action the AUK may impose.

Publication. The AUK shall provide a copy of this policy to each of its employees and representatives shall periodically notify its employees and representatives of the existence of this policy.

Approved by the Board of Trustees on: November, 2012