

SECTION 804.12.A

Employee Malfeasance (effective May 6, 2008)

Employee Malfeasance is defined as intentionally doing something either legally or morally wrong which one had no right to do. Malfeasance involves dishonesty, illegality or knowingly exceeding authority for improper reasons. Examples include; embezzlement, misappropriation, alteration or falsification of documents, false claims, theft of any asset or inappropriate use of computer systems (hacking, piracy bribery or kickback). Any employee with knowledge of such activities should report that information to their supervisor or next level within the chain of command. Supervisors will then report such incidents to Human Resources, or The Department of Internal Audits or the Office Legal Affairs. Employees have the option to directly report this information to Human Resources, or The Department of Internal Audits or the Office of Legal Affairs. These offices will work together to determine the course of action to take to investigate the allegation.

The Director of Internal Audits will report all cases of alleged malfeasance to the Office of the Chief Audit Officer and Associate Vice Chancellor of the Board of Regents of the University System of Georgia according to the guidelines established.

Valdosta State University is not authorized to negotiate a promise to not report employee malfeasance in return for the employee's resignation, restitution etc. The decision not to prosecute rests with the Attorney General's office.