

Standard Provisions Applicable to All Institutional Policies

Institutional Policies are supplemented by provisions that are applicable to all institutional policies. It is the responsibility of all employees and students to know and comply with these standards:

RESPONSIBILITIES

It is the responsibility of all employees and students to know and comply with this Standard Provisions Applicable to All Institutional Policies policy (Policy) and all applicable laws and public ordinances. Further, employees and students are expected to review the proscribed conduct set forth in this Policy, as well as, any associated division or department-specific procedures that describe policy implementation practices to ensure a clear understanding of the College's expectations.

DISCIPLINARY ACTION

Employees or students found to have conducted themselves in a manner prohibited by this Policy may be subject to disciplinary action up to and including termination of employment and/or dismissal as a student.

REPORTING NONCOMPLIANCE

Filing a Report

EMPLOYEES AND STUDENTS

Employees, students or any other member of the College community should report any potential noncompliance with this Policy to the Office of Institutional Compliance through one of the designated individuals named below.

COLLEGE OFFICIALS

Supervisors, managers, administrators, faculty and all other College officials who witness; are directly advised of; or become aware of allegations of noncompliance with this Policy are to immediately advise one of the designated individuals named below.

DESIGNATED INDIVIDUALS

Main (Davenport, Ia.) and West (San Jose, Calif.) Campuses

- > Earlye Julien, PHR, M.S.Ed, CQIA
Senior Director for Compliance
1000 Brady Street
Davenport, IA 52803
(563) 884-5476
earlye.julien@palmer.edu

- > Lori Larsen, B.A., Lead Coordinator
Also Serving as Compliance Coordinator
1000 Brady Street
Davenport, IA 52803
(563) 884-5246 or 800-722-2586
lori.larsen@palmer.edu

Florida Campus, Port Orange, Fla.

- > Cheryl Shaw, PHR, M.B.A., Human Resources Manager
Also Serving as Compliance Coordinator
4777 City Center Parkway
Port Orange, FL 32129-4153
(386) 763-2665
cheryl.shaw@palmer.edu

CONFIDENTIALITY

The College shall maintain the confidentiality of the information it receives, except where disclosure is required by law, policy or is necessary to facilitate legitimate College processes, including the investigation and resolution of allegations.

The identity of participants in an investigation shall be maintained in confidence subject to the same limitations above.

Individuals who have reported potential violations of this Policy or who have initiated or participated in the complaint procedures available are advised their identity may be known for reasons beyond the control of College officials or investigators.

REPORT CONTENT AND ANONYMITY

Because of the inherent difficulty in investigating and resolving allegations that are vague or from unidentified persons, the College encourages individuals to provide full information and identify themselves when making reports of improper conduct. However, should the College receive a generalized or anonymous report, such report will be reviewed and investigated to the extent feasible.

Anonymous reports may be made online at: [Lighthouse Services](#)

RETALIATION

The College strictly prohibits retaliation or reprisal of any kind against an individual who has reported, attempted to report or provided information regarding potential violations of this Policy or who has initiated or participated in the complaint procedures available or has otherwise been involved in the process of responding to, investigating or addressing allegations reported to the College.

Any person who attempts either directly, indirectly or through someone acting on another's behalf to intimidate, threaten, retaliate, interfere with, restrain, coerce, discriminate against, violate a College No Contact Directive or harass any person for reporting, attempting to report, or pursuing a complaint or is a witness cooperating in a College investigation will be addressed by the College.

Allegations of retaliation shall constitute separate grounds upon which a complaint may be raised under this Policy.

REPORTING FALSE CLAIMS

Any individual who knowingly makes a false report or claim under this Policy shall be subject to disciplinary action up to and including termination.

INVESTIGATIONS

The College may determine an allegation of noncompliance with this Policy requires an investigation. No one other than the appointed investigator will be allowed to conduct an investigation on behalf of the College. The College may impose any appropriate measures on an interim basis where it concludes that such action is needed to protect the health, safety or welfare of members of the College community, to facilitate an effective investigation or to avoid disruption to the work/educational environment. Such measures may include student suspension or employee administrative leave pending the outcome of an investigation.

VIOLATION OF LAW AND COLLEGE POLICIES

Noncompliance with the College's policies includes any behaviors violating applicable laws. Individuals engaging in illegal activities may subject themselves to both College discipline and individual criminal penalties under the law.

Disciplinary proceedings may be instituted against an individual whose conduct potentially violates both the criminal law and the College's policies (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation. Proceedings under this Policy may be carried out prior to, simultaneously with, or following a civil or criminal proceeding at the discretion of the Chief of Compliance or designee. Determinations made or disciplinary actions imposed under this Policy shall not be subject to change solely because criminal charges arising out of the same facts giving rise to violation of the College's policies were dismissed, reduced or resolved in favor of or against the criminal law defendant.

When a student or employee is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student or employee with the College. If the alleged offense is also being addressed under College policy, the College may advise legal authorities of the existence of the College's policies and how such matters are typically handled within the College processes.

AMENDMENT OF POLICY

The College reserves the right to amend this Policy from time to time as the interest of the College may require.

Additional Information

CONTACTS

Designated Individuals

MAIN (DAVENPORT, IA.) AND WEST (SAN JOSE, CALIF.) CAMPUSES

- > Earlye Julien, PHR, M.S.Ed, CQIA
Senior Director for Compliance
1000 Brady Street

Davenport, IA 52803
(563) 884-5476
earlye.julien@palmer.edu

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FLORIDA CAMPUS, PORT ORANGE, FLA.

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Also Serving as Compliance Coordinator
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Port Orange, FL 32129-4153
(386) 763-2665
cheryl.shaw@palmer.edu

HISTORY

Last Revised: January 15, 2016

Last Administrative Review: November 4, 2009

Responsible Officer: Office of Compliance
Earlye Julien, PHR, M.S.Ed., CQIA
Senior Director for Compliance
Also serving as Chief Compliance Officer
Palmer College of Chiropractic
1000 Brady Street
Davenport, Iowa
Phone: (563) 884-5476
Fax: (563) 884-5883
earlye.julien@palmer.edu

Issuing Office: Office of Compliance