

Manager Email: Talking Points - Non-retaliation 042922
Non-Retaliation for Managers

Greetings from the Integrity and Compliance Office!

This email kicks off a month-long focus on non-retaliation. We encourage you to read the information below to gain a better understanding of what retaliation in the workplace looks like, how you can prevent it, and how to get help if you need it.

Thank you for your commitment to a culture of integrity and compliance at VCU!

Suzanne, Jason, Sara and Kim
The Integrity and Compliance Office Team

In this Email

Today, we're talking about **retaliation** and how to prevent it. Retaliation is any adverse employment action taken against someone because they make a good faith report, or participate in an internal investigation, about an ethics or compliance concern. Retaliation is absolutely prohibited, and we do not tolerate it at VCU.

It turns out the best way to prevent retaliation is to respond appropriately when employees initially raise concerns. We're going to explain why this matters and what you can do to respond in the right way, preserve relationships, uphold our values, and avoid any actual or perceived retaliation.

Why this matters

Speaking up is part of our culture; in fact, it's required by our Code of Conduct. That means when someone voices a concern to us, they are doing what we ask them to do. We have to show our appreciation right away by saying thank you.

Handling concerns in the right way prevents us from being surprised by big issues. Creating an open culture encourages employees to report issues early so they can be addressed. We don't expect you to be an expert at handling every concern, but we do expect you to learn what to do when you receive one—because we cannot afford to miss the opportunity to address problems.

What to do

As the attached infographic shows:

1. Say thank you
2. Keep it private but don't promise anonymity or outcomes
3. Ensure the matter is addressed
4. Ask for help as appropriate (ICO, HR, etc.)
5. Reassure the employee that you'll address the issue

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Keep the infographic handy in case you need it. Then, when a team member asks to talk to you one-on-one about something that's bothering them, give it a quick review to prepare.

Questions?

Visit [VCUHelpline.com](https://www.vcu.edu/helpline) or call 1-888-242-6022.

See the [VCU Code of Conduct](#), Page 14.