

Saint Joseph's College

Policy Guidebook

Human Resources

Section Name: Work Environment

Section Number: 4.14

Effective Date: 1/1/2020

SUBJECT: Whistleblower Policy

Purpose: To protect any employee who in good faith reports an activity he/she considers it illegal or dishonest.

Applicable to:

Faculty, Staff, and Students

Policy: If an employee has knowledge of or a concern of any illegal, dishonest, or fraudulent activity, the employee is to contact his/her immediate supervisor or the Director of Human Resources.

Whistleblower protections focus on two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.

The College will not retaliate against a whistleblower who has, in good faith, a reasonable belief of a violation. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Director of Human Resources immediately.

The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing by the "whistleblower" that might be uncovered in the investigation. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Procedure: All reports of illegal and dishonest activities are promptly referred to the Director of Human Resources who is responsible for investigating and coordinating corrective action.

Note: The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

Employees with any questions regarding this policy should contact the Director of Human Resources.