

Kishwaukee College Whistleblower Policy

Overview

Kishwaukee College is committed to maintaining the highest standards of conduct and ethics. This Whistleblower Policy reflects the practices and principles of behavior that support this commitment. The College expects every employee, volunteer, and trustee to read and understand the Policy and its application to the performance of his or her responsibilities.

The College will investigate possible fraudulent or dishonest use or misuse of College resources or property by faculty, staff, administrators, or volunteers. The College will take appropriate action against anyone found to have engaged in fraudulent or dishonest conduct, including disciplinary action by the College, and/or civil and criminal prosecution when warranted.

All members of the College community are encouraged to report possible fraudulent or dishonest conduct pursuant to the procedures set forth in the next section.

How to Report

Concerns about possible fraudulent or dishonest use or misuse of resources should be made in writing and forwarded to the President or the Chair of the Board of Trustees. In the event concerns involve both the President and Board Chair, the Vice-Chair or Secretary of the Board may be notified. The names of the current persons in these positions and their contact information are included in the section entitled “Contact Information”.

Sufficient information should be provided so that an investigation can be conducted. Note that concerns may be submitted on a confidential, anonymous basis, if the person so desires, but that doing so does not obligate the College to investigate the alleged misconduct (see the section entitled “Anonymous Submissions”).

The Whistleblower Hotline is an alternate reporting process. A Toll Free Hotline 1-866-230-7252 has been established and may be used to report concerns about possible fraudulent or dishonest use or misuse of resources. In addition, individuals may submit concerns via the internet at www.kishwaukeecollege.ethicspoint.com (a link to this site is posted on the Kishwaukee College website under “Board of Trustees”). Note that neither the Whistleblower Hotline nor the website are alternative grievance process intended to resolve a personal/personnel injustice.

Employees should use the Hotline or website if they feel they cannot use other reporting channels or if an initial complaint is unresolved. Employees reporting suspected improper activities to the Whistleblower Hotline are encouraged to identify themselves so that the College may contact them for further information if necessary. Reports may be made anonymously if the employee feels that it is the only way he or she can disclose the information safely (see the section entitled “Anonymous Submissions”).

The College recommends that suspected improper activity reports by persons who are not College employees be made to the Whistleblower Hotline. Such reports may also be made to the College President or Board of Trustees Chair. In the event concerns involve both the President and Board Chair, the Vice-Chair or Secretary of the Board may be notified. The names of the current persons in these positions and their contact information are included in the section entitled "Contact Information". **Please note that if the whistleblower complaint alleges misconduct by both the President and the entire Board of Trustees, the College's legal counsel will be notified and requested to provide advice and direction regarding the complaint investigation process.**

The Whistleblower Hotline is NOT a 911 or Emergency Service:

Do not use the Hotline to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response.

Anonymous Submissions

The College encourages those submitting concerns to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Anonymous whistleblowers must provide sufficient corroborating evidence to justify the commencement of an investigation. An investigation of unspecified wrongdoing or broad allegations will not be undertaken without verifiable evidentiary support. Because investigators are unable to interview anonymous whistleblowers, it may be more difficult to evaluate the credibility of the allegations and therefore, less likely to cause an investigation to be initiated.

Confidentiality

Whistleblowing complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Generally this means that whistleblower complaints will only be shared with those who have a need to know so that the College can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have the right to know the identity of the whistleblower.)

Whistleblower Protection

Neither the Board nor individual employees of the College may retaliate against a whistleblower for informing management about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistleblower's employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages. Whistleblowers who believe that they have been retaliated against may file a written complaint with the President or the Chair of the Board of Trustees. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not

intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

Malicious Allegations

Malicious allegations, frivolous claims, and attempts to treat a personal grievance or dispute as an allegation of wrongdoing may result in disciplinary action, up to and including termination.

Contact Information

Questions related to the interpretation of this policy should be directed to the College President. Listed below you will find contact information for both the College President and officers of the Board.

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