

AP156 – Whistleblower Procedure

Associated Board Policy: 156.00

Procedure Owner: Director of Human Resources

Related Procedure: None

I. Procedure Scope and Purpose

Cowley College requires all employees to conduct the business of the College in an ethical, honest, and legal manner. It is the policy of the College to comply with all applicable federal, state, and local laws in the conduct of College business.

The purpose of this Whistleblower Policy 156.00 is to encourage individuals who have serious and substantiated evidence about suspected unlawful misconduct to report this information without fear of retaliation (K.S.A. 75-2973). Substantiated means clear and convincing information that strongly supports the existence of serious, unlawful activity. **The Whistleblower Policy intends to cover activity that could have a serious impact on the operations and performance of the College.** Such activity may involve an administrator, employee, student, Board member, visitor to campus, volunteer, or outside persons or firms (i.e., contractors, vendors, suppliers, or agencies) providing goods, services, or business to the College.

Serious, unlawful misconduct includes illegal, fraudulent, unethical, or dishonest activity. Examples include but are not limited to:

- Violations of federal, state, or local laws
- Fraudulent financial reporting
- Billing for products or services not received or performed
- Improper supplier, vendor, or contractor activity
- Theft or inappropriate use of College funds or property
- Malicious use of College technology resources
- Negligent or reckless behavior directed at a person or property
- Other unethical or illegal misconduct involving the College's business or financial affairs

No individual who, in good faith (absent of malice or with the intent to defraud or defame), filing a formal complaint shall be subject to retaliation or adverse employment consequences

II. Procedure

An individual who has knowledge and clear and convincing evidence of illegal or fraudulent activity should immediately report the illegal activity. Depending on the severity of the misconduct, the individual may seek internal resolution before contacting the appropriate State or Federal agency listed below. While a report may be made anonymously, doing so may hinder the agency's ability to investigate the claim effectively and timely due to lack of information and the inability to gather relevant necessary facts.

State and Federal Agencies:

U.S. Department of Labor: 1-866-487-2365

Equal Employment Opportunity Commission: 1-800-669-4000

Occupational Safety and Health Administration: 1-800-321-6742

U.S. Department of the Treasury: 1-800-359-3898

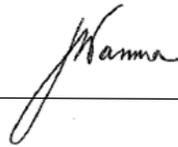
Any confirmed, established and deliberate acts of illegal misconduct or activity will be addressed immediately with the appropriate level of disciplinary action, up to and including, termination of employment for the employee(s) responsible for such activity.

III. Effective Date(s)

This procedure first became effective: **September 9, 2020**

IV. Signature and Title

This procedure implemented by: _____

A handwritten signature in black ink, appearing to read "Mamma", is written over a horizontal line.

Title: Director of Human Resources