

## WHISTLEBLOWER POLICY

### PURPOSE

The purpose of this policy is to provide a pathway for reporting of potential legal or ethical violations, or college-related misconduct, and to ensure that employees who report such violations receive no retaliation.

### POLICY STATEMENT

It is the policy of Edison State Community College to conduct its academic and business affairs with the highest degree of integrity and honesty and in accordance with Ohio Ethics Laws, college policies, and all federal and state laws and regulations.

It is the responsibility of college employees to be knowledgeable about this policy and to utilize good faith reporting of legal or ethical violations, or college-related misconduct, to the individual's direct supervisor, to the appropriate administrator or office, or through the anonymous reporting line, as noted below.

The college will not tolerate retaliation in any form against an employee for submitting a report as outlined in this policy. Acts of retaliation are subject to the college disciplinary measures up to and including termination.

It is the responsibility of the college human resources department to investigate protected disclosures regarding employment matters and complaints of retaliation and to take the appropriate action. Complaints concerning violation of Ohio Ethics Laws, college policies, or federal or state laws and regulations that concern any member of the human resources department will be sent directly to the Chief Financial Officer, as per Procedure 3358-3-26. Complaints concerning violation of Ohio Ethics Laws, college policies, or federal or state laws and regulations that concern the College President, or any member of the College President's cabinet, should be reviewed by the Chief Human Resources Officer, as per Procedure 3358-3-26, and should be disclosed to the Chair of the Board of Trustees, when found to be reported in good faith.

College employees who have knowledge of a suspected violation should utilize the following pathways for reporting:

### Violations of College Policy

Employees should report to their direct supervisor or to the human resources department @ 937-778-7832 or via the anonymous reporting line at [edisonohio.ethicspoint.com](mailto:edisonohio.ethicspoint.com).

Title IX policy violations should be reported to the Title IX or Deputy Title IX Coordinator at [titleix@edisonohio.edu](mailto:titleix@edisonohio.edu) or 937-778-7872.

### Violations of Ohio Ethics Laws

Employees should submit a report via the anonymous reporting line at [edisonohio.ethicspoint.com](mailto:edisonohio.ethicspoint.com).

### Fraudulent Activity

Employee should report to [fraudohio@ohioauditor.gov](mailto:fraudohio@ohioauditor.gov) or contact the Fraud Hotline at 866-372-8364.

### Criminal Activity

Employee should contact the Department of Public Safety @ 937-778-7820.

## **PERSONS AFFECTED**

All Edison State Community College stakeholders.

## **DEFINITIONS**

### **GOOD FAITH REPORTING**

Disclosure of college-related misconduct made with a belief in the truth of the disclosure that a reasonable person in the whistle-blower's situation could have believed based upon the facts. A disclosure is not in good faith if made with reckless disregard for, or willful ignorance of, facts that would disprove the disclosure.

### **COLLEGE-RELATED MISCONDUCT**

Any activity by a college department or by an employee that is undertaken in the performance of the employee's official duties, whether or not such action is within the scope of the individual's employment, and that is a violation of any state or federal law or regulation or college regulation or policy, including corruption, bribery, theft of college property, fraudulent claims, fraud, coercion, conversion of college assets, discrimination, sexual harassment, and violations of civil rights.

### **WHISTLEBLOWER**

Any visitor, student, faculty, or other employee who, in good faith, reports real or perceived college-related misconduct.

### **RETALIATION**

Any adverse action or creditable threat of an adverse action taken by the college, or member thereof, in response to a Whistle-blower's good faith disclosure of college-related misconduct.