



Confidential Reporting of Wrongdoing

College of DuPage is committed to the highest ethical standards and conducting its operations in compliance with federal laws and regulations. To ensure that this standard of performance is achieved and maintained, a mechanism for confidential anonymous reporting of perceived wrongdoing, using an external, independent party, is provided either via telephone or the internet. This Policy encourages persons to disclose allegations of internal wrongdoing.

Wrongdoing may include, but is not limited to:

- Crimes, or violations of the law or governmental regulations
- Fraud or financial irregularity
- Improper use of College funds, property or assets
- Corruption, bribery or blackmail
- Endangering the health or safety of an individual
- Harming College property
- Abuse of students, staff, patrons, College guests, or visitors
- Other unethical conduct

The College will not tolerate any harassment or victimization of reporters and will take appropriate action to protect reporters, including their anonymity (if name is known), who raise concerns in good faith.

Alleged wrongdoer's name may be disclosed only upon completion of the investigation and if found guilty. If wrongdoer is found guilty, appropriate legal and/or personnel action will be taken.

The President will designate a senior administrator who will have overall responsibility for the maintenance and operation of this policy. Where the complaint involves the senior administrator with this oversight responsibility or his/her immediate staff, the reporter may instead submit a report to the President.

The senior administrator will maintain a record of raised concerns and related outcomes. At a minimum, the President will provide the Board with a quarterly update of any complaint received and action taken, although the Board may ask for reports at any time. Should a complaint involve the President, the senior administrator will notify the Chair of the Board immediately upon receipt of the same. Complaints involving a Board member will be brought to the Board's attention by the President upon receipt of the same.

If any substantial changes are made to implementing procedures related to this policy, the Board will be notified.

Adopted: 3/19/09	Reviewed:	Amended:
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Confidential Reporting of Wrongdoing

1. General

College of DuPage encourages all employees, students and community members acting in good faith to report serious violations of the law, College Board Policies and Administrative Procedures, or the improper use of College property or authority.

The intent of this Board Policy and Administrative Procedure is to encourage the disclosure of Wrongful Conduct to the appropriate officials so that prompt and appropriate corrective action may be taken.

2. Wrongdoing – Wrongdoing as used in this Board Policy and Administrative Procedure includes:

- A. A serious violation of College Board Policy and Administrative Procedure
- B. A violation of applicable state and federal law
- C. The use of College property, resources or authority for personal gain or other non-institutional-related purposes
- D. Fraud, financial irregularity or falsification of College records
- E. Corruption, bribery, kickbacks or blackmail
- F. Abuse of students, staff, patrons, College guests or visitors

The definition of Wrongdoing is not intended to be an exclusive listing of the illegal or improper activities encompassed by this Board Policy and Administrative Procedure.

3. Acting in Good Faith

Anyone filing a complaint of Wrongdoing must be acting in good faith and have reasonable grounds for believing the information disclosed indicates Wrongdoing. Any allegations made by an employee that prove to be unsubstantiated and which are knowingly false or malicious in nature will be viewed as a serious disciplinary offense.

4. Reporting of Wrongdoing

College of DuPage encourages its employees to share their questions, concerns, suggestions or complaints with someone who has the authority to address them properly. A concern should be addressed to a supervisor or to one of the administrators listed below who are designated to handle specific concerns. The administrators designated below are according to the normal reporting procedures and may also be used for reporting Wrongful Conduct as described herein. Any type of Wrongdoing may also be reported directly to the College of DuPage Internal Auditor.

Reports are encouraged to be made in writing to assure a clear understanding of the issues raised; however, they may be made orally. Such reports should be factual rather than speculative or conclusory, and should contain as much specific information as possible to allow for proper assessment of the nature, extent and urgency of preliminary investigative procedures. A person reporting Wrongdoing is encouraged to provide the background and history of the concern, including the reason(s) for the concern, the date(s) of the alleged incident(s) and the name(s) of any and all person(s) involved in the incident(s).

Reports may be made anonymously. Anonymous reports must provide sufficient corroborating evidence to justify the commencement of an investigation. Because of the inability of investigators to interview anonymous reporters, it may be more difficult to evaluate the allegations and, therefore, less likely to cause an investigation to be initiated.

Oral or written reports may be directed to any of the following:

- A. Academic/Faculty Related
*Vice President of Academic Affairs**
- B. Student Related/Student Code of Conduct/Academic Honesty/Medical or Health Matters
*Vice President of Student Affairs**
- C. Criminal Matters
*Chief of Police, College of DuPage Police Department**
- D. Employment Matters/Illegal Discrimination or Harassment
*Vice President of Human Resources**
- E. Financial Matters/All Other Matters/Any Matters
College of DuPage Internal Auditor

*Note: If the administrators identified above are not preferred, any matter may be reported directly to the *College of DuPage Internal Auditor*.

5. Reporting Responsibility

It is the responsibility of all employees to report Wrongdoing in accordance with this Board Policy and Administrative Procedure.

6. Retaliation

This Board Policy and Administrative Procedure is intended to encourage and enable employees and others to raise serious concerns regarding Wrongdoing within College of DuPage prior to seeking external resolution. The College will not tolerate:

- A. Any retaliatory actions against any employee or constituent for making a good faith report of Wrongdoing.
- B. Direct or indirect use of influence of an employee's position for the purpose of interfering with the rights of another employee or constituent to make a good faith report of Wrongdoing. The promise of protection against retaliation does not include immunity for any personal Wrongdoing.

7. Confidentiality

Reports of Wrongful Conduct or suspected Wrongdoing will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Adopted: 10/01/09	Reviewed:	Amended:
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