

In conjunction with Carl Sandburg College's commitment to the highest ethical standards and legal business conduct, this procedure is outlined for employees, volunteers, trustees and students to report concerns regarding internal wrongdoing.

Employees of the College should report any suspected improper activity to their immediate supervisor in writing. If for any reason it would be inappropriate to report such suspected improper activity to the immediate supervisor (e.g., the supervisor may be involved in the suspected activity), the employee may report directly to the Director of Human Resources.

Supervisors who receive reports of alleged wrongdoing are required to convey all such reports to the Director of Human Resources, who has express responsibility and authority to investigate such reports. All reports will be promptly investigated, and the College will take appropriate legal and/or personnel action, or document why corrections are not necessary.

No trustee, volunteer, employee or student who reports any suspected irregularity or improper activity with reasonable cause shall suffer harassment, retaliation or adverse consequences on account of such reporting. Any employee who retaliates against someone who has reported a suspected improper activity is subject to disciplinary action by the College.

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.

Suspected improper activity reported pursuant to this procedure will be handled in a confidential manner by all parties involved and will remain confidential to the extent possible, consistent with the need to conduct an adequate investigation.