

## **POLICY 2.29: WHISTLEBLOWING**

Sandburg is committed to the highest ethical standards and legal business conduct. In line with that commitment, this policy provides an avenue for students, employees, volunteers and trustees to:

- Report concerns regarding improper governmental action.
- To protect employees who disclose information to a government or law-enforcement agency that the employee has reasonable cause to believe discloses a violation of a state or federal law, rule or regulation.
- To provide assurance to all individuals reporting concerns under this policy that they'll be protected from retaliation for such reporting.

The principles of this policy include prompt reporting of suspected fraud, waste, abuse and other misconduct related to administration of grant funds or misuse of college, federal and state property and assets. Examples of other conduct covered under the protected reporting in this policy include any action by an employee or trustee that is an abuse of authority, violates the public's trust, or is of substantial and specific danger to the public's health or safety.

The board of trustees designates the vice president of institutional resources as the official to receive written reports concerning potential misconduct, inefficiency and waste at Sandburg, and to coordinate further investigation and response. The confidentiality of a whistleblower is maintained to the extent allowable by law; however, in some cases, an identity may be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

Everyone associated with Sandburg in any capacity is responsible to comply with all applicable laws, regulations, college policies and procedures, and to report any suspected improper activity in accordance with this policy.

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