

THE
LeMoyne-Owen
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Whistleblower Policy	Effective Date: July 1, 2011	Policy Number: 00-1-008
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority:	

I. Purpose and statement of operational policy underlying the procedure.

To maintain institutional integrity and to provide appropriate support and protection for those who identify and report sensitive issues.

II. Applicability/Scope


All Campus

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Any constituent	Report misconduct to appropriate individual	
Institution	Insure against any retaliation	

IV. Related policies/References for more information

See attached

Authorizing Official: <u>Johnnie B. Watson</u>  Authorization Date: <u>OCT 06 2011</u>
Title: <u>President</u>

WHISTLEBLOWER POLICY

INTRODUCTION

LeMoyne-Owen College is committed to maintaining an environment of respect and trust consistent with the College's Mission Statement. In addition, the College is committed to complying with all laws and regulations applicable to it, and the College relies upon its employees to perform their duties in accordance with the College's policies and procedures. The College's internal controls and policies and procedures are intended to prevent and detect improper activities. The College encourages good faith reports by College employees and others of observed or suspected misconduct, waste, or noncompliance with laws, regulations or College policies.

This Whistleblower Policy is designed to encourage and enable College employees and others who have good faith serious concerns about misconduct, including violations of laws, regulations or College policies and procedures, to report their concerns. This Policy is not intended to supplant existing College policies. Thus, complaints or grievances such as those regarding discrimination or harassment, personnel, employment matters, academic matters, and other matters for which the College has specific policies, should continue to be made and addressed in accordance with the policies and procedures applicable to such matters and applicable law.

REPORTING MISCONDUCT

Any person may report allegations of misconduct. Reports shall focus on facts and should avoid speculation. Reports shall include as much detailed information as possible in order to better facilitate evaluation of the nature, extent and urgency of the investigation. Employees may report allegations of misconduct to their supervisor or other appropriate supervisors in their work area.

Employees may also make reports internally to the President, Director of Human Resources, Chief Financial Officer, Vice President for Institutional Advancement, Dean of Academic Affairs, and/or the Dean of Student Affairs. The College recommends that persons who are not employees of the College make reports to the College official whom the reporting person reasonably believes has responsibility over the affected area or holds one of the positions listed above. Anonymous reporting is also permissible, but such reports must include sufficient detailed information to warrant an investigation. Reports also may be made outside the College to appropriate authorities.

A person making a report under this Policy may request that it be handled as confidentially as possible. Although the College will endeavor to handle all such reports in a confidential matter, other obligations and considerations may preclude the College from maintaining confidentiality in all circumstances.

PROTECTION FROM RETALIATION

No individual who in good faith reports misconduct or suspected misconduct (whether internally or to authorities outside the College) shall suffer retaliation for making such a report. Individuals who believe that they have suffered retaliation may report it by one of the reporting methods identified above. Making a report pursuant to this Policy shall not insulate an individual from personnel or other actions that are warranted based upon performance or other factors and are not caused by making a report under this Policy.