

Kentucky Wesleyan College

Policy & Procedure Manual

Whistleblower Policy

Approval: Vice President for Finance

Policy Type: College

Policy Owner: Human Resources

Responsible Office: Human Resources

Revision History

Approval Date: 8/18/2014

Modified:

Next Review: 7/2017

1. Purpose

- 1.1. The College encourages employees to report concerns to their immediate supervisors. However, there may be times when this traditional reporting system is not possible or practical. For those times, the College has devised a whistleblower policy. This policy should not be used for issues such as personal or employment grievances, general compensation and benefit complaints, or opinions on policy.

2. Scope

- 2.1. Kentucky Wesleyan College employees, students, and related community members.

3. Definitions

- 3.1. **Whistleblower** ~ A person who in good faith reports an activity or event that he or she reasonably believes to be illegal or dishonest is called a “whistleblower.”
- 3.2. **Retaliation** ~ Retaliation means to take direct and intentional action to negatively impact the whistleblower’s conditions of employment or enrollment in retribution for reporting an event.

4. Policy

- 4.1. Kentucky Wesleyan College employees, students, and related community members are responsible for reporting illegal or dishonest events involving KWC employees, students, or resources.
- 4.2. If the event is illegal, it should be reported to the proper authorities. If the event is contrary to a KWC policy or its mission, it should be reported according to the applicable policy. If a policy is not in place to address the specific issue, it should be reported to a College Officer, the College

President, or the College Hot Line at 270-852-3199. If the event is such that internal reporting is not practical, it should be reported to the Chair of the KWC Board of Trustees (see contact information below).

- 4.3. When reporting alleged events, the Whistleblower must provide enough information to justify an investigation. Examples of specific information include a thorough description of the event, who was involved, who knew about it, what specifically happened, when and where it happened, and if it is still ongoing.
 - 4.3.1. While the College allows anonymous reports, it encourages whistleblowers to include their names so that appropriate follow-up questions may be asked. Without sufficient information, an investigation will not be conducted.
 - 4.3.2. If a Whistleblower requests that his or her identity remain confidential, the request will be respected to the extent that doing so does not impede the investigation or is not required by law or law enforcement officials. The College cannot guarantee complete confidentiality. Whistleblowers should be aware that their public testimony may be needed to prove a case against a reported employee or related community member.
- 4.4. KWC prohibits retaliation against an employee, student, or related community member who makes a whistleblower report.
 - 4.4.1. This policy also extends to employees, students, and related community members who assist in the investigation of such a report.
 - 4.4.2. A whistleblower who believes that he or she has been retaliated against may file a written complaint with the President and the Chair of the KWC Board of Trustees.
 - 4.4.3. If the retaliation is proven, the person or persons involved may be subject to disciplinary action, up to and including termination.
- 4.5. A Whistleblower remains subject to the standard expectations of an employee or student. This policy does not protect a whistleblower from disciplinary actions based on his or her behavior, conduct, or performance. The whistleblower must be acting in good faith. A whistleblower who makes malicious claims or claims that he or she knows to be false is subject to disciplinary action, up to and including termination.

5. Contact Information

KWC Hotline number
270-852-3199 (managed by taped message and recording of call to report issue)

Contact info for the President's office:	Contact info for the KWC Chair of the Board of Trustees:
Office of President 3000 Frederica Street Owensboro, KY 42301 270-852-3104	Chair of the Board of Trustees c/o Office of the President 3000 Frederica Street Owensboro, KY 42301