



<b>CHAPTER 2</b>	<b>SECTION NO.</b>
College Personnel – Personnel General	2.13
<b>REFERENCE</b>	<i>Adopted: October 12, 2010</i>
2.13.33 Whistleblower Policy	<i>Reviewed: October 12, 2010; December 13, 2016 October 17, 2023</i>
	<i>Revised: December 13, 2016 October 17, 2023</i>

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Kishwaukee College is committed to maintaining the highest standards of conduct and ethics. The College recognizes and will adhere to the duties and obligations provided for both employers and employees under the Illinois Whistleblower Act [740 ILCS 174/1 et seq]. This Whistleblower Policy reflects the practices and principles of behavior that support this commitment.

All members of the College community are encouraged to report possible fraudulent or dishonest conduct. The College will investigate possible fraudulent or dishonest use or misuse of College resources or property by faculty, staff, administrators, students or volunteers. The College will take appropriate action against anyone found to have engaged in fraudulent or dishonest conduct, including disciplinary action according to procedures outlined in Board Policies, College collective bargaining agreements, the Student Handbook, and the Student Code of Conduct, up to and including dismissal or expulsion, and/or civil and criminal prosecution when warranted.

The College recommends that suspected improper activity reports by persons who are not College employees be made via the Whistleblower online reporting form. Such reports may also be made to the College President or Board of Trustees Chair. In the event concerns involve both the President and Board Chair, the Vice-Chair or Secretary of the Board may be notified. Please note that if the whistleblower complaint alleges misconduct by both the President and the entire Board of Trustees, the College's legal counsel will be notified and requested to provide advice and direction regarding the complaint investigation process.

**Anonymous Submissions**

The College encourages those submitting concerns to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Anonymous whistleblowers must provide sufficient corroborating evidence to justify the commencement of an investigation. An investigation of unspecified wrongdoing or broad allegations will not be undertaken without verifiable evidentiary support. Because investigators are unable to interview anonymous whistleblowers, it may be more difficult to evaluate the credibility of the allegations and, therefore, less likely to cause an investigation to be initiated.

**Kishwaukee College Board of Trustees Policy Manual – 2.13.33 (Whistleblower Policy - Page 2 of 2)****Confidentiality**

Whistleblowing complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that the College can conduct an effective investigation, determine what action to take based on the results of any such investigation and, in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have the right to know the identity of the whistleblower.)

**Whistleblower Protection**

In accordance with the Whistleblower Act [740 ILCS 174/1 et seq.], neither the Board nor individual employees of the College may retaliate against a whistleblower for informing management about an activity which that person believes to be fraudulent or dishonest. Whistleblowers who believe that they have been retaliated against may file a written complaint with the President or the Chair of the Board of Trustees. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

**Malicious Allegations**

Malicious allegations, frivolous claims and attempts to treat a personal grievance or dispute as an allegation of wrongdoing may result in disciplinary action, up to and including termination.

**Contact Information**

Questions related to the interpretation of this policy should be directed to the College President or the Chair of the Board of Trustees.