WHISTLEBLOWER POLICY

POLICY

General
Sherman College requires all employees to demonstrate high standards of professional and personal ethics while performing their duties and responsibilities. As employees and representatives of the college, individuals must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations.

No Retaliation
Retaliation is defined as doing something in response to an action done to oneself or an associate, including but not limited to harassment, intimidation, verbal attacks and/or slander.

This policy is intended to encourage and enable employees and others to raise serious concerns within the college prior to seeking resolution outside the college. Therefore, the college prohibits retaliation against, threats, or punishment of anyone who reports an ethical violation in good faith, including, but not limited to, violation(s) of:

- the standards of professional conduct,
- Title IX,
- HIPAA,
- FERPA,
- college policy,
- fraud,
- government regulations, or
- the law.

This policy also safeguards anyone who cooperates and/or participates during an investigation or engages in other conduct protected by policy or law. Violation of this policy will result in disciplinary action, up to and including termination of employment.

Reporting Violations
It is the responsibility of all employees to report an ethics violation or suspected violations. If an individual has knowledge of or suspects a violation, they should immediately contact their supervisor, the Office of Human Resources or the compliance officer. Any campus recipient of information related to any such violation is required to report this information to the compliance officer.

The compliance officer is responsible for investigating and resolving all reported complaints and allegations regarding violations and, at his/her discretion, shall advise the president and/or the Board of Trustees.

Handling of Reported Violations
The compliance officer will acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

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Acting in Good Faith
Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will result in disciplinary action of the complainant up to and including termination of employment.

Confidentiality
Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.