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## 2.2 WHISTLEBLOWER POLICY

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**Category:** Administration

**Responsible Office:** Institutional Compliance & Internal Audit, Human Resources,  
and Risk Management

**Responsible Executive:** President

**Date Established:** June 8, 2009

**Date Last Revised:**

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### Summary

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This document describes the College's policy with regard to Whistleblowing and further outlines the standards, applicability, and procedures in reporting unethical conduct at the College.

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### Policy

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#### POLICY STATEMENT

Monroe Community College (MCC) requires trustees, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the College, they must practice honesty and integrity in fulfilling their responsibilities, and must comply with all applicable laws, regulations, and college policies.

#### BACKGROUND

This Whistleblower policy is intended to encourage and enable employees and others to raise serious concerns within the college prior to seeking resolution outside of the College. No trustee, officer, or employee who in good faith reports unethical conduct will suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline.

#### APPLICABILITY

It is the responsibility of all trustees, officers and employees to comply and to report unethical conduct in accordance with this Whistleblower Policy.

#### DEFINITIONS

**College** - Monroe Community College

**Compliance Officer** – Institutional Compliance Officer & Internal Auditor

**Officers and Employees** - includes all College employees

**Trustees** - Members of Monroe Community College's Board of Trustees

**MCC Ethics Report Line** – Monroe Community College's secure and completely confidential hotline system

## **RESPONSIBILITY**

### **Institutional Compliance & Internal Audit, Human Resources, and Risk Management**

The above mentioned offices are responsible for investigating and resolving reported complaints and allegations concerning unethical conduct. The Compliance Officer & Internal Auditor must advise the College President, appropriate management, and at the President's discretion may advise the Board as well.

## **PROCEDURE**

### **Reporting Unethical Conduct**

The College encourages employees to share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if the employee is not comfortable speaking with his/her supervisor or the employee is not satisfied with the response of said supervisor, he/she is encouraged to speak with someone in the Human Resources Department or anyone in management who they are comfortable in approaching.

Supervisors and managers are required to report suspected unethical conduct to the College's Compliance Officer, who has specific and exclusive responsibility to investigate all reports.

For cases involving suspected fraud, or when they are not satisfied with the action of management, individuals should contact the College's Compliance Officer directly.

The College also has selected EthicsPoint for its MCC Ethics Report Line which is a comprehensive reporting tool that provides a simple, anonymous way for employees to confidentially report. An employee may submit a report via the web at [www.monroecc.ethicspoint.com](http://www.monroecc.ethicspoint.com) or by calling 1-877-237-8216.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected case of unethical conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of said ethics. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **Confidentiality**

Violations or suspected cases of unethical conduct 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.

### **Handling of Reported Violations**

The Compliance Officer will notify the complainant and 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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**Contact Information**

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Office of Institutional Compliance and Internal Audit

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**Related Information**

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**Related Links:**

EthicsPoint

[www.monroecc.ethicspoint.com](http://www.monroecc.ethicspoint.com)