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| <b>DIVISION</b>                   | <b>POLICY NUMBER</b>                  |
| II. College Employees             | 2.01.03 [1]                           |
| <b>CATEGORY</b>                   | <b>DATE</b>                           |
| 2.01.03 Whistle-Blower Protection | Approval 8/09<br>Revised 11/09, 08/18 |

2.01.03     WHISTLE-BLOWER PROTECTION

Joliet Junior College (JJC) recognizes its obligation to its employees and constituents to maintain the highest ethical standards. To protect the integrity of the College’s learning community, and to ensure the highest standards of conduct by and among members of the College community, the College will investigate any alleged *Improper Activity* by its employees or students. Anyone found to have engaged in an *Improper Activity* is subject to disciplinary action(s) according to procedures outlined in the Joliet Junior College Board Policies, Personnel Procedures Manual, College collective bargaining agreements, the Student Handbook, and the Student Code of Conduct; up to and including dismissal or expulsion, and civil or criminal prosecution when warranted.

All members of the College community are strongly encouraged to report any potential *Improper Activity*. The preferred method of reporting any issue of concern is for the employee, student, or other constituent to file a report describing the potential *Improper Activity* and the person or persons involved with the Executive Director of Human Resources. To initiate an investigation, the report should be in writing. The College may, in its discretion, investigate any report made orally that is subsequently not made in writing.

Once a report has been filed, the Executive Director of Human Resources, the vice president of the area (or designee) and/or legal counsel, shall undertake an investigation by appointing another administrator or other qualified person to conduct the investigation. The Executive Director of Human Resources or the vice president may obtain the assistance of the College’s attorneys in the investigation. The report and the identity of the person who filed the report will not be disclosed except when necessary for a full investigation of the report. The investigator shall file a written report of his/her findings with the Executive Director of Human Resources, the vice president, or legal counsel within 30 working days after the report has been made. If



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| <b>BOARD POLICIES</b> |
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| <b>DIVISION</b><br>II. College Employees             | <b>POLICY NUMBER</b><br>2.01.03 [2]                  |
| <b>CATEGORY</b><br>2.01.03 Whistle-Blower Protection | <b>DATE</b><br>Approval 8/09<br>Revised 11/09, 08/18 |

the investigatory report cannot be completed within this time frame, the report shall state the reasons for the delay. The person who filed the report will be notified of the findings of the investigation.

The College will not tolerate any: (i) retaliatory actions against any employee or constituent for making a good faith report of a potential *Improper Activity*; or (ii) direct or indirect use or attempted use of the *Official Authority or Influence* of an employee’s position or office for the purpose of interfering with the right of another employee or constituent to make a *Protected Disclosure* directly to the College or through the College’s whistleblower hotline.

The College will take whatever action necessary to prevent and correct violations of this policy; notwithstanding the foregoing, any individual who files a *Baseless Allegation* shall not be protected under this policy.

JJC’s Whistleblower Policy shall incorporate the following definitions:

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| <b><i>Baseless Allegation</i></b> | Any allegation of improper activity made without reasonable cause to believe that the information disclosed is true. Individuals making such allegations may be subject to institutional disciplinary action and/or legal claims by individuals wrongfully accused of such conduct.  |
| <b><i>Improper Activity</i></b>   | Any activity undertaken by a College trustee, employee or student which is found, after due process, to be in violation of any applicable local, state, or federal law, rule, or regulation, or College policy or procedure, including, but not limited to, those relating to: corruption; malfeasance; sexual harassment; bribery; theft; fraud; coercion; conversion; or misappropriation or misuse of assets. |



**BOARD POLICIES**

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| <b>DIVISION</b><br>II. College Employees             | <b>POLICY NUMBER</b><br>2.01.03 [3]                  |
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| <i>Official Authority Or Influence</i> | Promising to confer or conferring, any benefit; effecting or threatening to effect, any reprisal; taking, or directing others to take, or recommending, processing, or approving, any personnel action, including, but not limited to, appointment, promotion, transfer, assignment, performance evaluation, suspension, or other disciplinary action. |
| <i>Protected Disclosure</i>            | Any good faith communication that discloses or demonstrates an intention to disclose an alleged <i>Improper Activity</i> .   |

In accordance with the Whistle Blower Act (740 ILC5 174/1 *et seq.*), the State Officials and Employees Ethics Act (5 ILCS 430/1 *et seq.*), and the Illinois Human Rights Act, any Joliet Junior College employee who reasonably believes that fraudulent or other improper activity has been conducted by another employee and reasonably reports the activity will not be subjected to an adverse employment action as a result of reporting the activity.

***Employees represented by a bargaining unit may be governed by the appropriate bargaining unit agreement.***