

## **Whistle-blowing and Fraud Reporting Protection Policy**

### Statement of Intent

In conducting its operations in compliance with Federal and State laws and regulations, Lake Land College is committed to the highest level of ethical behavior. To ensure that this standard of ethics is maintained, individuals are encouraged to report or disclose allegations of internal wrongdoing. The use of an external, independent party will be provided, and reports may be made by telephone or the Internet in order to protect confidential, anonymous reporting of perceived wrongdoing.

### Definition of Wrongdoing

Wrongdoing may include but not be limited to the following activities:

1. Crimes or violations of the law or governmental regulations.
2. Fraud or financial irregularity.
3. Improper use of College funds, property or assets.
4. Corruption, bribery or blackmail.
5. Endangering the health or safety of an individual.
6. Harming College property.

### Protection of Whistle-blowers

The College will not tolerate harassment or victimization of those who report incidents of wrongdoing. Appropriate action will be taken to protect whistle-blowers, including their anonymity.

Upon completion of an investigation, his/her name may be disclosed if the alleged wrongdoer is found guilty. In addition, the wrongdoer who is found guilty may face appropriate legal or personnel action.

### Ethics Officer

An Ethics Officer will be assigned by the Board of Trustees, and the individual will have overall responsibility for the maintenance and operation of the program. When a complaint involves the Ethics Officer or the immediate staff, an external provider will submit a report to the

President. The Ethics Officer or the external provider will maintain a record of reported incidents and related outcomes.

If a complaint of wrongdoing involves the President of the College, the Ethics Officer will immediately notify the Chair of the Board of Trustees. Upon the receipt of a complaint involving a Board of Trustees member, the President immediately will bring the complaint to the attention of the entire Board of Trustees membership.

Confidential Reporting Procedures

Procedures for confidential reporting will be listed on the College intranet and updated and maintained by the Ethics Officer.