Section II – Employee Responsibilities and Conduct

POLICY: Whistleblower
Policy approved by the Board of Trustees – December 12, 2012

The purpose of this policy is to deter and detect fraud by establishing a confidential channel of communication by which employees can report activity that they reasonably consider to be illegal, dishonest or in violation of college policies.

A whistleblower as defined for purposes of this policy is an employee of Westmoreland County Community College who reports an activity that he or she reasonably considers to be illegal, dishonest or in violation of college policies to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the reported activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

If an employee has knowledge of or a concern about what might be considered illegal, dishonest or an activity in violation of college policies, the employee is to contact his or her immediate supervisor, the director/Human Resources & assistant to the president. The employee must exercise sound judgment to avoid baseless allegations. An employee who files a report in bad faith or intentionally files a false report of wrongdoing will be subject to discipline.

Whistleblower protections are provided in two important areas: confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, a whistleblower’s identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The college will not retaliate against a whistleblower acting in good faith. Any whistleblower who believes he or she is being retaliated against must contact the director/Human Resources & assistant to the president immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged, investigated and verified.

Procedures
Options for reporting suspected illegal or dishonest activity or an activity in violation of college policies are available. Employees wishing to anonymously report suspicious activity may leave a message on a “Whistleblower Hotline” by calling 1-800-262-2103 ext. 4595 or 724-696-4595 or by accessing the Whistleblower web site at wccc.edu/whistleblower to send an email. Employees may also report suspected illegal or dishonest activity or their supervisor or the director/Human Resources & assistant to the president.

All reports of suspected or illegal or dishonest activities will be promptly forwarded to the president or his/her designee, who is responsible for coordinating the investigation and any required corrective actions. Employees with any questions regarding this policy should contact the director/Human Resources & assistant to the president.