

PROCEDURE 2.29.0: WHISTLEBLOWING

In conjunction with Sandburg's commitment to the highest ethical standards and legal business conduct, this procedure for employees, volunteers, trustees and students explains how to report concerns regarding internal wrongdoing.

As a Sandburg employee, you should report any suspected improper activity to your immediate supervisor in writing. If for any reason it would be inappropriate to report the suspected improper activity to your immediate supervisor (e.g., the supervisor may be involved in the suspected activity), you can report directly to the chief Human Resources officer.

As a supervisor who receives reports of alleged wrongdoing must convey them to the chief Human Resources officer, who has express responsibility and authority to investigate these reports promptly, and appropriate legal and/or personnel action will be taken, or document why corrections aren't necessary.

No trustee, volunteer, employee or student who reports any suspected irregularity or improper activity with reasonable cause will suffer harassment, retaliation or adverse consequences because of the reporting. Any employee who retaliates against someone who has reported a suspected improper activity is subject to disciplinary action.

Anyone filing a complaint of wrongdoing must be acting in good faith and have reasonable grounds for believing the information disclosed indicates wrongdoing. Any allegations made by an employee that prove to be unsubstantiated and which are knowingly false or malicious in nature will be viewed as a serious disciplinary offense.

Suspected improper activity reported will be handled in a confidential manner by all parties involved and will remain confidential to the extent possible, consistent with the need to conduct an adequate investigation.

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