

# **BEREA COLLEGE WHISTLEBLOWER POLICY**

## **Introduction**

This Policy prohibits retaliation against an employee, student, guest or vendor of the College (referred to here as a “Whistleblower”) who reports an activity that the Whistleblower reasonably believes to be illegal, fraudulent or dishonest conduct involving College employees or resources. A copy of this Policy shall be transmitted to all College employees and students at the beginning of each academic term and displayed to the public on the College’s website.

## **Reporting and Investigation**

All members of the College community are responsible for reporting fraudulent, dishonest, or illegal conduct involving College employees or resources. Such reporting should be made according to College policy or applicable law. If a situation is not addressed by existing College policy or if the appropriate manager or supervisor fails to act on such a report according to College policy, a Whistleblower may report the matter in any of the following ways:

1. Anonymous Hotline:

Phone: 1 (877) 767-7781                      (or)                      Email: BereaCollege@GetInTouch.com

Please see the Appendix for additional information and procedures related to filing an anonymous complaint.

2. Mail:

President of the College CPO 2200 Berea, Kentucky 40404	(or)	Chair of the Board (or Audit Committee Chair) Berea College P. O. Box 2083 Lexington, Kentucky 40588-2083
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3. Phone: 859.985.3520 (President’s Office)

All complaints shall be promptly investigated as directed by the President or the Chair of the Board. The Audit Committee of the Board of Trustees receives reports concerning all Whistleblower complaints and their disposition.

### **Whistleblower Protection**

College employees may not retaliate against a Whistleblower with the intent or effect of adversely affecting the terms or conditions of employment, enrollment, or any transaction involving College facilities or resources. If the Whistleblower has made a confidential report, the College will exercise reasonable care to keep the Whistleblower's identity and the report confidential, unless (1) the Whistleblower agrees to the disclosure; (2) disclosure is necessary to allow College or law enforcement officials to investigate or respond effectively to the report; (3) disclosure is required by law; or (4) the person(s) accused of violations by the Whistleblower are entitled to the information as a matter of institutional due process in disciplinary proceedings.

Whistleblowers who reasonably believe that they have been retaliated against by a College employee may file a complaint with the President or the Chair of the Board using any of the reporting methods described above. If retaliation is proven, the retaliating employee(s) are subject to appropriate disciplinary actions or remedies provided in law or equity, including dismissal. The prohibition against retaliation is not intended to prohibit administrators or supervisors from exercising legitimate supervisory responsibilities in the usual scope of their duties and based on the College's Workplace Expectations, other institutional policies and valid performance-related factors.

## APPENDIX

# Berea College Whistleblower Hotline

If you have a concern regarding fraud, waste or abuse, don't keep it to yourself. Report it to the appropriate college personnel or, to remain anonymous, report it to our Whistleblower Hotline.

Call **INTOUCH**®

*A Confidential and Anonymous Way to Communicate*

- 1** Dial Toll-Free 1-877-767-7781 24 hour a day 7 days a week.
- 2** Follow the instructions for leaving a message. Write down the five-digit case number you are assigned.
- 3** A written transcript of your call will be sent to the appropriate management staff at Berea College.
- 4** Your call can be anonymous. Leave your name and telephone number if you prefer a direct response.
- 5** For a management response, call back after five business days. Be sure to have your case number ready.

You may also contact In Touch by sending an email to: [BereaCollege@GetInTouch.com](mailto:BereaCollege@GetInTouch.com)

Unless you indicate otherwise, your name and email address will be removed from the message before it is sent to management.

### Use In Touch to confidentially report:

- *Illegal Activities*
- *Improper Accounting or Accounting Controls*
- *Unethical Behavior*
- *Conflicts of Interest*
- *Bribery*
- *Theft or Fraud*

