



GOODWIN COLLEGE PROCEDURE

TITLE:	Whistleblower Reporting Procedure
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INTRODUCTION STATEMENT: This document outlines the procedures to be used in the filing and handling of reports of Improper Conduct under Goodwin College's Whistleblower Policy.

PROCEDURE DETAILS: Great care must be taken to report known or suspected Improper Conduct only in good faith and where there is a reasonable basis to believe Improper Conduct may have taken place. When Improper Conduct is suspected, a report should be made under the procedures detailed below. A person who suspects Improper Conduct must not personally undertake any investigation or interrogation of the individual(s) suspected of Improper Conduct.

- The individual(s) suspected of Improper Conduct are not to be confronted by the person(s) who report the Improper Conduct.
- Reports of suspected Improper Conduct are to be made to the Provost or Chief Human Resources Officer directly, via electronic or written communication or in person. If the Provost or Chief Human Resources Officer are the persons suspected of Improper Conduct, the report of Improper Conduct may be submitted to the Chair of the Board of Trustees. The person(s) reporting suspected Improper Conduct must not discuss the suspected Improper Conductor the reporting of this activity with anyone else.
- When reporting suspected Improper Conduct, provide as many details as possible about the Improper Conduct (names, dates, times, descriptions of activity, etc.).
- Reports of suspected Improper Conduct may include the name of the individual reporting the Improper Conductor may be made anonymously. Reports will be shared with other College officials as appropriate for action and follow-up.
- Regardless of the outcome of a report of suspected Improper Conduct, there shall be no retaliation against the person(s) for good faith reporting of the suspected Improper Conduct. If there is a reasonable basis to believe that retaliatory action has been taken against someone who reported suspected Improper Conduct, a report of the suspected retaliation shall be made in the same manner to the Provost or Chief Human Resources Officer described in this Procedure for the reporting of suspected Improper Conduct.

DEFINITIONS:

HISTORY: MAY 2016

RESPONSIBLE OFFICE:	Human Resources
REVIEW DATE:	

APPENDIX:

Include any supporting documentation that would be useful for the implementation and future evaluation and revision of the procedure. Examples include, sample forms, timetables, examples, transaction flow chart, etc.