



ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE NO: AP 302.14
RELATED TO POLICY NO. 302.14

TITLE: WHISTLEBLOWER PROCEDURES

1. Encouragement of reporting. Umpqua Community College encourages complaints, reports or inquiries about illegal practices or serious violations of Umpqua Community College's policies, including illegal or improper conduct by Umpqua Community College itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. Protection from retaliation. Umpqua Community College prohibits retaliation by or on behalf of Umpqua Community College against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. Umpqua Community College reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

3. Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Umpqua Community College President or the Chair of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Chair-Elect. Umpqua Community College will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize the Umpqua Community College may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

DATE OF ADOPTION:

DATE(S) OF REVISION(S): 07/13/11 by Board

DATE OF LAST REVIEW: