



WHISTLEBLOWER POLICY

A. INTRODUCTION

Suffolk County Community College (College) is committed to the highest standard of honest behavior and ethical conduct, and to the exercise of fiduciary responsibility with respect to College funds, resources and property. The College expects its employees and Trustees to conduct themselves in an honest and ethical manner, and to abide by all College policies and procedures, as well as by all applicable state and federal laws, rules and regulations.

The College encourages any College employee, student, Trustee, or other individual who is aware of or suspects acts of fraud, waste, abuse or other irregular activities committed by a College employee or Trustee to report such acts. These prohibited activities include, but are not limited to, actions with College property, resources, or assets, such as thefts, losses, misuse or inappropriate action involving funds, equipment, employee time and attendance, facilities, vehicles, supplies or other assets or materials. This policy is intended to provide a confidential method for the reporting of such acts and to further provide protection to a reporting individual against any acts of retaliation for the reporting under the protection of this policy.

B. DEFINITIONS

1. **Fraud.** Obtaining financial or some other benefit for oneself or another person/entity by deliberate deception or misrepresentation. Fraud may include, but is not limited to, the following:

- Theft, misappropriation or unauthorized use of funds, supplies, property or other resources;
- Forgery, falsification, alteration, deletion, destroying, or removal of documents or records (whether financial, operational or academic);
- Unauthorized access to or alteration, deletion, removal, or manipulation of computer files;
- Falsification of College reports;
- Authorization or receipt of compensation for hours not worked.

2. **Waste.** The intentional, reckless, or negligent expenditure, consumption, mismanagement, use, or squandering of College resources. Waste also includes incurring unnecessary costs as a result of inefficient or ineffective practices, systems or controls.

3. **Abuse.** Employing one's position or any College resource in a manner contrary to applicable laws policies or generally accepted practices. This includes intentional destruction, diversion, manipulation, misapplication or misuse of assets, information, systems, relationships or other resources. It also includes misuse of authority or College position for personal gain or other non-College purpose.

4. **Other Irregular Activities.** Other irregular activities include but are not limited to activities that:

- Are in violation of or non-compliant with any applicable state and federal law or regulation;
- Are in violation of or non-compliant with any applicable College or SUNY policy, procedure, or regulation;

- Compromise the integrity of the College's degree-granting authority or accreditation;
- Involve the unauthorized disclosure of or access to confidential information, student educational records, personal information, or medical information;
- Involve the use of College staff or time to perform personal errands, services, or tasks;
- Constitute bribery, bid-rigging, or kickbacks.

C. REPORTING RESPONSIBILITY / HOW TO FILE A REPORT

1. All College employees, Trustees, students and other interested individuals who have a reasonable basis for believing fraud, waste, abuse or other irregular activities have occurred are responsible for reporting such incidents to the Office of the Assistant Vice President of Employee Resources through the online form below:

REPORT SUSPECTED FRAUD, WASTE, ABUSE OR OTHER IRREGULARITIES

In the event the report is against the Assistant Vice President for Employee Resources, individuals should make their report to the College General Counsel.

2. The Office of the Assistant Vice President of Employee Resources shall be authorized to develop procedures to ensure compliance with this policy. Such procedures shall be reviewed and approved annually by the President's Cabinet.

D. CONFIDENTIALITY

The identity of complainants will be kept confidential to the fullest extent possible, consistent with the need to conduct a comprehensive and careful investigation.

E. HANDLING OF REPORTS

Upon receipt of a report and accordance with approved administrative procedures, the Office of the Assistant Vice President of Employee Resources will take appropriate steps to determine the type of allegation and gather additional information needed to evaluate the complaint. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. Activities described above that may constitute fraud, waste, abuse, or other irregular activities may also be covered by existing College policies and procedures on special topics. Such activities may still be reported under this policy but will be referred for handling to the extent such other procedures exist.

F. NO RETALIATION

No individual who, reasonably and in good faith, reports a violation of this Policy shall be subject to retaliation, in any form, including, but not limited to, harassment or any adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. Additionally, intentional use of this process to make false allegations may subject the complainant to disciplinary action. Any individual who believes he/she has been subjected to retaliation in violation of this provision should report the suspected retaliation to the Assistant Vice President for Employee Resources as soon as possible. If the report is against the Assistant Vice President for Employee Resources, suspected retaliation should be reported to the College General Counsel.

G. RELATED POLICIES AND PROCEDURES

Policies and procedures related to this Policy include, but are not limited to:

- [Employee Code of Professional Ethics](#)
- [Board of Trustees Code of Professional Ethics](#)
- [Silent Witness Program](#)
- [Procurement Policy](#)
- [College Records Management Program](#)
- [Employee Email and Cell Phone Policy](#)
- [Policy for Credit Card Usage](#)
- [Research Conflict of Interest Policy](#)
- [Use of College Vehicles](#)

**Board of Trustees
August 16, 2018**