

Whistleblower Policy

RVC Administrative Procedure (3:10.100)

Purpose

Rock Valley College is committed to the highest ethical standards and conducting its operations in compliance with all federal and state laws and regulations. The purpose of this policy is to encourage all members of the College community to report allegations of internal wrongdoing and to provide assurance of confidentiality and anonymity for such reporting in good faith pursuant to the *Illinois Whistleblower Act*, 740 ICLS 174/1 et seq., the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/15, and other applicable state and federal laws.

Scope & Definitions

A whistleblower, as defined by this policy, is an employee of Rock Valley College who reports an activity that the employee considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

For purposes of this policy, wrongdoing may include, but is not limited to:

- (1) Crimes or violations of the law or governmental regulations;
- (2) Fraud or financial irregularity;
- (3) Improper use of College funds, property, or assets;
- (4) Corruption, malfeasance, bribery, theft, coercion, or blackmail; and
- (5) Endangering the health or safety of an individual;
- (6) Harming College property; and
- (7) Other unethical conduct.

Strategies

If an employee has knowledge of or a concern about illegal or dishonest fraudulent activity, the employee is to contact their immediate supervisor and/or the Director of Employee Relations. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas: confidentiality and against retaliation. The confidentiality of the whistleblower will be maintained to the extent practicable within the limitations of the law, College policy, and the legitimate needs of the investigation. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals

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with their legal rights of defense. Rock Valley College will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments, and threats of physical harm. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Whistleblowers who believe that they have been retaliated against may file a written complaint with the Vice President of Human Resources or the President. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

Reporting

All reports of illegal and dishonest activities should be promptly submitted by the whistleblower, in writing, to the employee's immediate supervisor and/or the Director of Employee Relations.

Responsible employees, who witness or become aware of potential wrongdoing, are required to report this information to the Director of Employee Relations.

Responsible Employee

A Responsible Employee is any College employee who has a duty to report incidents of wrongdoing. For this procedure, the following groups are designated as Responsible Employees:

- College Administrators
- Supervisors and Managerial Staff
- Human Resources Staff
- Campus Police

Responsible Employees who learn of potential wrongdoing must inform the whistleblower that, as a Responsible Employee, they are obligated to report the information to the Director of Employee Relations. They should also encourage the whistleblower to submit their concerns in writing to the appropriate College leadership.

Employees with any questions regarding this policy should contact the RVC Human Resources Department.

Reference: BP 3:10.100

Implemented: April 8, 2014

Revised: September 26, 2025