

Whistleblower Policy

Elizabethtown College is committed to the highest standards of lawful and ethical behavior. This policy is created to enable members of the College community (students, employees, Board members, and others) to report concerns about possible misconduct, with the reassurance they will be protected from any retaliation for acting in good faith. For the purpose of this policy, misconduct may include, but is not limited to:

- Theft of cash or College property
- Misappropriation of College funds
- Mismanagement or waste of College funds
- Discrimination or harassment
- Improper records destruction
- Falsification of accounting or financial records, including accounting omissions
- Falsification of reported work hours (including student employees)
- Kickbacks
- A substantial and specific danger to health or safety
- Violation of any law, regulation, rule, policy, etc.
- Forgery or unauthorized alteration of documents

How to Make a Report

When making a good faith report, the reporter will not be subject to retaliation. To file a confidential report under this policy, members of the College community may use any of the following methods:

- Via telephone or in person during regular operating hours or by mail to the Director of Human Resources or the College President.
- Via telephone through the ECHotline, 855-696-1899.
- Via email at whistleblower@etown.edu.

A good faith report should contain factual information, dates, names, locations, and any other information to aid in an investigation. Contact information of the individual submitting the report should also be included. Confidentiality of the reporter will be maintained to the extent practicable by law and the legitimate needs of the investigation.

Investigation

Upon receipt of the report explaining the misconduct, an investigation will ensue promptly. Any individual found to have engaged in misconduct will be subject to disciplinary action appropriate to the nature of the offense.

Retaliation

If the reporter experiences any retaliation from the individual wrongdoer(s), it should be immediately reported to the Director of Human Resources for investigation and appropriate action.

False Reports

Individuals found to have made knowingly false or misleading reports will be subject to disciplinary action as appropriate.