

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

WHISTLEBLOWER PROCEDURE

In keeping with Policy 1030, the following is established as a procedure for whistleblower reports. A whistleblower is defined as a member of the College community who has knowledge of and wishes to report activities that may be illegal, dishonest, or in violation of College policies.

The purpose of this procedure is to establish a confidential channel of communication for reports. The whistleblower is not responsible for investigating the reported activity, for determining fault, or for developing corrective measures. Appropriate College administrative officials are charged with these responsibilities.

In order to report, a whistleblower should use the SC Aware reporting system, which is available on the College website. The reporter has the option of providing his/her name or reporting anonymously. A category, listed as "whistleblower," is available as a selection on SC Aware. In order to file a whistleblower complaint, one must have found deliberate violation of the law or College policy which results in financial loss or fraud with regard to College operations.

Whistleblower protections are provided in two important areas: confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. The College will not retaliate against a whistleblower who is acting in good faith.

All whistleblower reports on SC Aware will be automatically routed to the President and Cabinet members who will coordinate the investigation and determine any required corrective actions.

Adopted—Cabinet
May 17, 2016
Revised—Cabinet
July 16, 2019