



Whistleblower

1. PURPOSE

This procedure establishes the guidelines for how Whistleblower concerns are reported and addressed at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. APPLICABILITY

This procedure is applicable to the College Community including, without limitation, all employees, faculty, volunteers, students, Board of Trustees, and Representatives of the College.

3. ASSOCIATED POLICIES AND DOCUMENTS

- 3.1 INDX-1110-01: Master Policy Index
- 3.2 CLDR-1110: Policy Review Schedule
- 3.3 INDX-1110-02: Document Naming Key
- 3.4 NPRC-1065: Whistleblower
- 3.5 NPRC-2902: Harassment and Sexual Harassment
- 3.6 NPRC-2104: Non-Discrimination and Non-Harassment
- 3.7 NPRC-2107: Obligation to Report Discrimination or Harassment
- 3.8 NPRC-3235: Behavioral Code of Conduct
- 3.9 NPRC-3311: Instructor Code of Conduct
- 3.10 NPRC-2110: Code of Conduct
- 3.11 NPRC-3225: Academic Code of Conduct for Students
- 3.12 NPRC-2903: Conflict of Interest
- 3.13 NPRC-1105: Conflict of Interest Non-Employee
- 3.14 NPRC-1210: Nondiscrimination
- 3.15 NPRC-2103: Corrective Action

4. DEFINITIONS

- 4.1 A Whistleblower is a person making a protected disclosure concerning wrongdoing.

- 4.2 A protected disclosure is anything reported that the disclosing individual reasonably believes is a violation of any law, regulation, or rule, as well as gross mismanagement or waste of funds, abuse of authority, or a substantial and specific danger to public health or safety.
- 4.3 An Employee shall mean any individual who serves the College in a full-time or part-time capacity as an administrator, staff, or faculty.
- 4.4 A Student is any individual enrolled in any course (s) of instruction offered by Northern Pennsylvania Regional College.
- 4.5 To act in good faith means that disclosed information or actions taken are honest and without deliberate intention to deceive another.
- 4.6 Wrongful Conduct is a serious violation of College policy, state and/or federal law, or misusing College property while performing one's duties as defined by the College.
- 4.7 The Executive Committee shall have the same meaning as in the College's Bylaws, and shall include the Chairperson, Vice Chair and Secretary of the College's Board of Trustees, the College President, Divisional Vice Presidents and one or more other members of the Board of Trustees as selected by the Chair.

5. PROCESSES, TIMELINES, AND RESPONSIBILITIES

- 5.1 The reporting party should present their concerns in writing, focusing on facts and avoiding speculation, to effectively evaluate the nature, extent, and urgency of an investigation.
- 5.2 The reporting party should first discuss their concern with the President. The President should forward the report, within 48 hours, to the Chair of the Board of Trustees who has the responsibility to investigate all reports.
- 5.3 If the report is not promptly forwarded to the Board Chair, the reporting party should go directly to the Board Chair to report.
- 5.4 If the reporting party is uncomfortable speaking with the President, or the President is the subject of the report, the reporting party should make the report in writing to the Chair of NPRC's Board of Trustees.
- 5.5 Reports can be submitted anonymously in writing directly to the Board Chair. The whistleblower must provide sufficient details in the report to warrant an investigation.
- 5.6 Contact information for the Board can be found at <https://regionalcollegepa.org/board-of-trustees/> or can be obtained from the Vice President of Finance and Operations or designee or any officer of the College.
- 5.7 The Board Chair shall notify the reporting party and acknowledge the receipt of the report within five (5) business days. This does not apply to anonymously submitted concerns.
- 5.8 All reports will be promptly investigated by any combination of the following:

- 5.8.1 Executive Committee;
 - 5.8.2 Any other appropriate committee of the Board of Trustees; or
 - 5.8.3 Independent resources as necessary to conduct a full and complete investigation of the allegations.
- 5.9 If the investigation is warranted, the Executive Committee or other appropriate committee of the Board of Trustees will recommend appropriate disciplinary action.
- 5.10 Follow-up with the reporting party for conclusion and resolution of the report should be made within ten (10) business days following the completion of the investigation. This does not apply to anonymously submitted concerns.

6. REVIEW STATEMENT

Procedures are reviewed as needed or when the related policy is reviewed in accordance with CLDR-1110: Policy Review Schedule.

7. APPROVAL

Signature on file

Name

Title

Date

Revision Notes: Procedure final