



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Reporting of Unethical or Illegal Activity

NO. 8.26

SECTION: Institutional

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Morton College is committed to maintaining the highest ethical standards and to conducting its operations in compliance with State and Federal laws, rules and regulations. Morton College has developed policies and procedures for enforcing standards of conduct and behavior. Additionally, College employees are expected to abide by applicable State and Federal laws, rules and regulation. Furthermore, an employee cannot be compelled by a supervisor or College official to violate a College Policy, an applicable law, rule, regulation, or public policy. An employee who has particular knowledge of specific acts which he or she reasonably believes constitute unethical or illegal conduct that concerns the College should disclose the conduct to the designate College Official.

Unethical or illegal activities may include, but are not limited to:

- criminal acts;
- civil violations of the law or governmental regulations;
- fraud or financial irregularity defined as a deliberate act or failure to act with the intention of obtaining an unauthorized benefit from Morton College, and includes, but is not limited to:
 - improprieties in the handling or reporting of money or financial transactions;
 - misappropriation or improper use of College authority, resources, funds, supplies, services, property or other assets;
 - embezzlement, theft, misappropriation or other financial irregularities
 - forgery or alteration of documents (checks, time sheets, contractor agreements, purchase orders, invoices, or other financial documents/electronic files;
 - authorization or receipt of compensation for services not received or not performed, or hours not worked
- corruption, bribery or blackmail;
- endangering the health or safety of an individual
- harming College property
- abuse of students, staff, College guests or visitors; and
- other unethical conduct

DATE APPROVED BY BOARD OF TRUSTEES: September 25, 2013; February 27, 2019

DATES REVISED: January 23, 2019

REVIEWED DATES: January 23, 2019

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The College will not tolerate retaliation, harassment, or victimization (or the threat thereof) of any employee who refuses to participate in an activity that would result in a violation of a State or Federal law, rule, or regulation. Additionally, the College will not tolerate retaliation, harassment or victimization (or the threat thereof) of any employee who reports unethical or illegal activities who has reasonable cause to believe that the information discloses a violation of State or Federal law, rule, or regulation.

The College will take appropriate action to protect the identity of persons who so report as long as maintaining confidentiality does not interfere with conducting an investigation of the specific allegations or taking corrective action.

The names of individuals alleged to have engaged in unethical or illegal activity may be disclosed only upon completion of a thorough investigation and only if the reported unethical or illegal activity is found to be supported by sufficient evidence to warrant legal or disciplinary action.

The Vice President of Administrative Services will have overall investigatory authority and responsibility for the maintenance and operation of this policy. Where the complaint involves the senior administrator with this oversight responsibility or his/her immediate staff, the allegation may instead be submitted to the President.

The Vice President of Administrative Services will maintain a record of concerns raised and related outcomes. The President will provide the Board with an annual report of complaints received and actions, although the Board may ask for reports at any time: Should a complaint involve the President, the Vice President of Administrative Services will notify the Chair of the Board immediately upon receipt of the same. Complaints involving a Board member will be brought to the Board's attention by the President upon receipt of the same. The Board will be notified of substantial changes made to procedures related to this policy.

Nothing in this policy is intended to interfere with legitimate employment decisions.

Use the following hotline to report unethical or illegal activities (708)

656-8000 x 2205

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