

**WHISTLEBLOWER POLICY**  
**FOR**  
**DUTCHESS COMMUNITY COLLEGE**

**PURPOSE:**

The Dutchess Community College, including the Dutchess Community College Association and the Dutchess Community College Foundation, through the College's Board of Trustees (hereinafter referred to as the "College") is committed to the highest standards of ethical, moral and legal conduct. In furtherance of that commitment, the College requires its Board Members, Officers and employees (hereinafter referred to as "employees") to observe the highest standards of business and ethical conduct in furtherance of their duties and responsibilities with the College. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the College community.

The Policy applies to all employees of the College and provides the means by which they may report acts of alleged fraud, waste and dishonest conduct (hereinafter referred to as "inappropriate conduct") to the attention of the College.

**REPORTING AND RESPONSIBILITY:**

College employees must report allegations of inappropriate conduct by a College employee to the College's Director of Human Resources, Vice President of Administration, President of the College or member of the College's Board of Trustees. All such allegations shall be brought to the attention of the President and shall remain confidential to the extent possible. The allegations should be made in writing and signed by the complainant.

**FALSE ALLEGATIONS:**

Allegations of inappropriate conduct are serious and can have an adverse impact upon an individual and upon the working environment at the College. Before making allegations of dishonest conduct, individuals shall be reasonably certain of their truthfulness. Individuals making allegations with reckless disregard to the truth may be subject to disciplinary action.

**INVESTIGATIONS:**

Allegations of inappropriate conduct shall be promptly investigated by the President or his designee. Upon completion of the investigation, findings and recommendations shall be presented to the College's Board of Trustees and President for appropriate action, which may include referral to the appropriate authorities if criminal activity is suspected.

**NO RETALIATION:**

No employee, as defined in this Policy and by law, who in good faith reports an allegation of inappropriate conduct, shall suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported an allegation of inappropriate conduct within the meaning of this Policy, may be subject to discipline up to and including termination from employment.

As approved by the Board of Trustees by Resolution #2011-58, dated July 12, 2011