

Whistleblower Policy

Elizabethtown College is committed to the highest standards of all business practices. This policy is created to enable all employees of the College to report concerns about possible business or financial 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
- Falsification of accounting or financial records, including accounting omissions
- Misappropriation of grant funds
- Inappropriate authorization, allocation or spending of College funds
- Falsification of reported work hours (including student employees)
- Kickbacks

When making a good faith report, the reporter will not be subject to retaliation by the College. To file a report under this policy, an employee may do so via telephone or in person during regular operating hours or by mail to the Director of Human Resources or the College President. By telephone one could report anonymously through the ECHotline, 855-696-1899. If reporting in house the employee will need to submit in writing a report relative to the business or financial misconduct. A good faith report should contain factual information, dates, names, locations, and any other information to warrant 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.

Upon receipt of the report explaining the business or financial misconduct, an investigation will ensue promptly. Any employee found to have engaged in business or financial misconduct will be subject to disciplinary action up to and including immediate termination of employment and prosecution by the appropriate law enforcement authorities.

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

Employees found to have made knowingly false or misleading reports will be subject to disciplinary action including possible termination of employment.

Reports of business or financial misconduct by a student will be turned over to the Vice President for Student Life and Dean of Students.