
Community College of Beaver County

BOARD OF TRUSTEES POLICY STATEMENT

Section 3 Finance, Facilities and Technology

Policy 3.040 Reporting of Fraudulent Activity Policy

In its efforts to ensure compliance with applicable federal and/or state statutory requirements, it is the intent of the Board of Trustees to create a confidential channel of communication enabling College employees to report activity they reasonably believe to be fraudulent, illegal, dishonest, or in violation of College policy. For the purposes of this policy, an individual reporting such activity shall be considered a “whistleblower.”

The Board defines a “whistleblower” as an employee of the Community College of Beaver County who reports an activity she/he reasonably considers to be fraudulent, illegal, dishonest, or in violation of College policy. The “whistleblower” shall not be responsible for investigating the reported activity or for determining fault or corrective measures. These responsibilities are assigned to appropriated administrative officials of the College as determined by the Board at the time a report is made.

Where an employee has knowledge of an activity covered by this policy, she/he must report the activity to the Vice President for Human Resource Development or to the Chairperson of the College’s Board of Trustees. Employees who wish to report such activity anonymously may forward a message via email to fraudalert@ccbc.edu.

Employees reporting activities associated with the requirements of this policy shall be assured of confidentiality to the extent possible. However, it may become necessary to identify the employee in order to conduct a thorough investigation, to comply with appropriate statutory requirements and/or to provide accused individuals their legal rights of defense. Baseless allegations should be avoided, and an employee acting in bad faith or intentionally filing false reports of wrongdoing may be subject to disciplinary action.

Where the employee has acted in good faith by making a report, she/he will be protected from retaliation. This protection shall not include immunity for any personal wrongdoing involving the employee making a report. Where an employee believes she/he is being retaliated against, she/he must immediately contact the Vice President for Human Resource Development of the College’s External Auditor.