# Policy 5.41

**Whistle-Blower Policy**

**Complaint Procedures:**

If an employee of the College reasonably believes that some policy, practice or activity of the College or the College Foundation, Inc. (Foundation) is in violation of law, or a clear mandate or public policy, the employee should file a written complaint with the Chairman of the College Board of Trustees or the President of the Board of Directors of the College's Foundation. Written complaints can be sent to the following address:

Chairman
BCCC Board of Trustees
5337 US Hwy 264 E
Washington, NC 27889

President
BCCC Foundation, Inc. Board of Directors
5337 US Hwy 264 E
Washington, NC 27889

Complaints may also be directed to the N.C. Office of the State auditor at the following address:

N.C. Office of the State Auditor
20601 Mail Service Center
Raleigh, NC 27699-0601
Phone: 800-730-8477

**Non-retaliation Policy:**

The College and the Foundation will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of the College or the Foundation, or of an employee of the College, or of another individual or entity with whom the College or the Foundation has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate or public policy.

The College and the Foundation will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of the College or the Foundation that the employee reasonable believes is in violation of a law, or a rule or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

**Treatment of Complaints:**

Upon receipt of a complaint, the Chairman of the College Board of Trustees or the President of the College Foundation, Inc. Board of Directors will determine the nature of the complaint. Complaints will then be reviewed under the direction and oversight by such person(s) as they determine appropriate. Confidentiality will be maintained to the

fullest extent possible, consistent with the need to conduct an adequate review. Prompt and appropriate corrective action will be taken when and as warranted in the judgment of the Chairman of the College Board of Trustees and President of the College Foundation, Inc. Board of Directors.

**Reporting and Retention of Complaints and Investigations:**

The Chairman of the College Board of Trustees and the President of the College Foundation, Inc. Board of Directors will maintain a log of all complaints and concerns, tracking their receipt, investigation and resolution, and shall prepare a periodic summary report thereof for the Finance Committee of the appropriate Board of Trustees or Board of Directors. Copies of complaints and such log will be maintained in accordance with the College's document retention policy.

**References**

**Legal References:** *1C SBCCC 200.94*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

**History**

**Senior Staff Review/Approval Dates:** *11/6/13*

**Board of Trustees Review/Approval Dates:** *10/7/14*

**Implementation Dates:** *Enter date(s) here*