

DELAWARE COLLEGE OF ART AND DESIGN WHISTLEBLOWER POLICY

(updated 5/22/09)

The Delaware College of Art and Design (hereinafter “DCAD”) is committed to high standards of ethical, moral, and legal business conduct. In line with this commitment, and DCAD’s commitment to open communication, this policy aims to provide reassurance for employees who raise concerns that they will be protected from harassment or victimization for making a good faith disclosure of suspected wrongful conduct.

The Whistleblower Policy is intended for serious and sensitive issues. The policy is intended to cover protections for employees if concerns are raised regarding such concerns as incorrect financial reporting; unlawful activity; activities that are not in line with DCAD policy; or activities, which otherwise amount to serious improper conduct. Employment-related concerns should be reported through the normal channels of DCAD’s organization.

It is the intent of DCAD to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization’s goal of legal compliance. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of DCAD and provides DCAD with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection below is only available to employees that comply with this requirement.

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

All complaints, reports or inquiries under this policy should be directed to the president or the Chief Administrative Officer; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Chairperson for the Board of Directors of DCAD.

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

The action taken by DCAD in response to a report of concern under this policy will depend on the nature of the concern. Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved without the need for investigation. The amount of contact between the complainant and the person or persons investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from or provided to the person reporting the concern.