All employees are responsible for ensuring that the College maintains the highest ethical, legal and professional standards. Any employee observing or having knowledge of a violation or suspected violation of College policies, including any violation of the College’s fiscal policies, regulations, procedures or other misuse or misappropriation of College funds or assets, or of the violation of any law applicable to the College’s operations, is responsible for promptly reporting that violation so that an investigation can be promptly conducted and appropriate corrective action implemented, if the investigation substantiates that a violation has occurred.

Reports can be made, verbally or in writing, and at the employee’s option, to any of the following persons:

- The employee’s supervisor;
- The College’s Internal Auditor;
- The employee’s Campus President;
- The College President;
- The Vice President of Administration; or
- Phone or e-mail reporting hotlines established by the College to facilitate confidential reporting of suspected violations.

In addition to the above, reports involving alleged violations of the College’s Non-Discrimination, Title IX and Equal Opportunity Policy (Board Policy II.02), including but not limited to incidents of unlawful discrimination or sexual or other unlawful harassment, sexual assault, or other acts of sexually-related violence may be made, verbally or in writing, and at the employee’s option, to any of the following persons:

- The College’s designated Equal Employment Opportunity Officer;
- The College’s designated Title IX Coordinator/Civil Rights Compliance Officer; or
- Phone or e-mail reporting hotlines established to facilitate confidential reporting of suspected violations.

Except in the case of a privilege recognized under applicable law that would prohibit such disclosure, College employees who become aware of an incident or suspected incident of gender or sex discrimination, sexual harassment, sexual assault or other act of sexually-related violence against a
student, employee, vendor or guest are required to report those incidents to the Title IX Coordinator/Civil Rights Compliance Officer, regardless of whether such incident or suspected incident has been reported to any other officer or individual designated in this or in any other policy.

Employees will not be disciplined or suffer retribution for reports made in good faith. Employees may submit reports anonymously, though anonymous reports may limit the College’s ability to follow up and investigate the report. All reports will be kept confidential to the fullest extent possible to conduct an appropriate investigation and to the extent permitted by law. Retaliation against any individual who reports a violation in good faith in accordance with this policy is expressly prohibited. Forms of prohibited retaliation include demotion, discipline, suspension, threat, harassment, discrimination and discharge based on the making of a good faith report under this policy.

References

Board Policy II.02 – Non-Discrimination, Title IX and Equal Opportunity
Board Policy II.03 – Conflict of Interest
Board Policy IV.04 – Sexual Harassment
Board Policy V.08 – Fraud, Waste and Abuse
Administrative Regulations Article IV: Human Resources
Administrative Regulations Article VI: Fiscal Administration