

## SPEAK UP!

If you see or suspect unethical, illegal or unsafe activity, don't ignore it – let us know. You could keep a potentially serious situation from harming your college.

You have several options:

1. Talk to your supervisor. He or she should be your first point of contact.
2. If you don't feel comfortable speaking up to a supervisor there is another option.

Call The Network toll-free, 24 hours a day, 7 days a week. You do not have to give your name.

# 877-369-7443

Or submit reports via the web:

<http://www.reportlineweb.com/jccmi>

The Network is an independent organization that provides hotline services for companies worldwide. This service is not intended as a substitute for speaking directly to your supervisor. It is available if you want to help, but don't feel comfortable speaking up in person.

## WHEN YOU CALL

1. A professional Interviewer gives you the option to remain anonymous and documents your concern in detail.
2. Your information is relayed to the College for appropriate follow up.
3. You may call back to provide additional information or to answer questions your college might have as they investigate your concern.



# INTEGRITY IN ACTION

HOLDING OUR  
STANDARDS HIGH

## AN ETHICAL WORKPLACE BEGINS WITH YOU

Jackson Community College believes that our employees are our most valuable assets. You deserve to work in a positive, productive environment, and we will do our best to give it to you. But reaching that goal requires everyone's commitment to our values and ethical standards. That means making integrity a priority in everything we do.

### WHY SHOULD I GET INVOLVED?

Unethical, illegal or unsafe activity can result in serious consequences including fines or lawsuits against our college that could hurt our performance and our reputation. Ultimately, this hurts our employees.

We want you to have a sense of pride in your college. After all, we are proud of the reputation we've built, and we need our employees to do their part to protect it. With your help, we can uphold our college's values and reach new heights of excellence.

### LEARN TO RECOGNIZE HARMFUL ACTIVITY

Some common examples include:

- Conflicts of Interest
- Auditing or accounting irregularities
- Theft and fraud
- Misuse of assets
- EEO & code of conduct violations
- Improper dealings with students or vendors
- Use or sale of illegal drugs
- Creating or ignoring safety hazards

### THE BENEFITS OF AN ETHICAL WORKPLACE

- More pleasant working conditions
- Improved facilities and equipment
- Increased safety and security

### HOW TO PUT INTEGRITY IN ACTION

Think before you act.

If you are ever tempted to act unethically, ask yourself:

- Is it illegal?
- Could it cause loss or harm to your co-workers, the public, the college or companies doing business with us?
- Would you feel uncomfortable if everyone knew you did it?

If you answer "yes" to any of these questions, the action is wrong. Don't do it. If the answers aren't clear, don't risk it. Consult college policy or speak to management.

When you make the right decision, you uphold our high standards and set a good example for others to follow.