



## Examples of Ethic violations include the following:

Violations of any GRCC policies regarding professional conduct, including:

- GRCC Conflict of Interest Policy
- Harassment Policy
- Faculty Code of Ethics
- Acceptable Use Agreement
- Student Code of Conduct
- Purchasing Policies

Specific Examples Include:

- Plagiarism
- Fraud
- Sexual Harassment
- Retaliation
- Intimidation
- Misuse of College Resources
- Gross Misrepresentation



## Reporting Options: It is not necessary to provide a name when making a report.

- Contact the GRCC Ethics Hotline at (616) 234-3169
- Report Information to a staff member of the Human Resources Department (x3912)
- Report the incident to Campus Police (x4010)
- Report incidents regarding students to any of the above or the Dean of Student Affairs (x3925)
- Send a written statement of facts to the Human Resources Department (please note on envelope: Ethics Officer)



For additional information or clarification, contact the Office of Human Resources at:  
(616) 234-3972.



# ETHICS Monitoring System



### **Ethics Statement:**

The personal integrity of each employee coupled with GRCC's institutional commitment to the highest standards of professional conduct is the foundation of GRCC's Culture.





**This system** has been designed to provide **students, staff, and members of the community** with multiple means of reporting concerns regarding possible ethics violations. Every person has a responsibility to report facts giving rise to possible ethics violations to enable the college to conduct a prompt investigation and implement a timely and appropriate response.

*This system has been designed to ensure that reporting ethics concerns can be done easily and with assurance of confidentiality to the extent allowable under the law.*

Anyone who has reason to believe that an ethics violation has occurred should immediately report known facts in one of the ways listed below. When reporting a violation, it is important to include the following information:

- Explain the facts of the incident
- Provide the name of the alleged offender
- Give the date the incident occurred
- Optional: Provide a contact name, number, and email to allow for confidential follow up.

*If you choose to remain anonymous, please understand that GRCC's ability to respond may be limited if we are unable to verify the facts through other sources.*

## Investigation

1. Once a complaint is received through one of the reporting options, the complaint will be placed in writing by the recipient (Human Resources Ethics Officer, Director of Purchasing, Chief of Police, Dean of Student Affairs or other College Officials)

Complaints will be investigated promptly by the appropriate authority, depending on the circumstances.

- A. Investigations that involve legal violations will be conducted by the Office of Campus Police, consistent with appropriate law enforcement investigatory procedures
- B. Incidents involving purchasing violations will be conducted by the Office of Purchasing, consistent with GRCC Purchasing Policies and Procedures.
- C. Incidents involving violations of the Student Code of Conduct will be investigated by the Office of Student Affairs consistent with the procedures for investigation set forth in the Student Handbook.
- D. Incidents that involve employee misconduct will be conducted by the Office of Human Resources and Labor Relations consistent with the appropriate investigatory procedures detailed in:
  - GRCC Labor Agreements
  - GRCC Meet and Confer Employee Handbook
  - Human Resources Work Instructions

2. Investigations are conducted in as confidential a manner as possible.
3. Investigations that involve employee misconduct will be coordinated with Human Resources. All discipline will be administered in coordination with Human Resources to ensure consistent and appropriate responses.
4. Records of complaints are maintained by the appropriate department.



## Response

1. If an employee is found to have committed a breach of ethics, timely and appropriate corrective action will be taken consistent with the principles of due process and progressive discipline.
2. Discipline that results from an ethics investigation will be kept confidential and will not be disclosed to reporters. However, if a reporter provides his/her name and contact information, the HR Department will follow up to let the informant know that an investigation was conducted and that appropriate action was taken.
3. The College strictly prohibits retaliation against any individual for filing an ethics complaint or for participating in an ethics investigation. All allegations of retaliation will be swiftly and thoroughly investigated. If it is determined that retaliation occurred, the College will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

