

## ETHICS REPORTING

### I. Policy Section

3.0 College Operations

### II. Policy Subsection

3.3 Ethics Reporting Policy

### III. Policy Statement

The personal integrity of each member of the campus community, coupled with Grand Rapids Community College's (GRCC) institutional commitment to the highest standards of professional conduct, is the foundation of GRCC's culture. 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, appropriate, and equitable response.

### IV. Reason for the Policy

This policy establishes expectations for employees to report suspected ethical misconduct and provides GRCC students, staff, and members of the community with multiple means of reporting concerns regarding possible ethics violations.

### V. Entities Affected by this Policy

Persons covered by this policy include employees, students, vendors, members of the Board of Trustees, applicants for employment, volunteers, persons engaged as independent contractors, and anyone participating in or attending College-sponsored programs.

### VI. Who Should Read this Policy

GRCC Employees  
Students  
Vendors  
Trustees  
Applicants for employment  
Volunteers  
Independent Contractors  
Community Members as College Guests

## VII. Related Documents

Ethics Monitoring System Brochure

[Roadmap for GRCC Leaders](#) (A Guide to Address Faculty & Staff Conduct Concerns)

All College policies, including the following policies referenced in the Ethics Monitoring System:

- Acceptable Use of Technology
- Administrator Code of Ethics
- Alliance of Professional Support Staff (APSS) Code of Ethics
- Board of Trustees Member Code of Conduct
- Computer and Network Acceptable Use Agreement
- Conflict of Interest Policy
- Employee Reimbursement
- Ethics Reporting
- Equal Opportunity and Non-Discrimination Policy
- Faculty Ethics Policy
- Non-Discrimination on the Basis of Disability Policy
- Purchasing Policy
- Sexual Misconduct Policy
- Student Code of Conduct
- Title IV Loan School Code of Conduct
- Title IX Sexual Harassment Policy
- Transgender and Non-Binary Equal Opportunity
- Unlawful Harassment

## VIII. Contacts

Policy Owner: General Counsel  
Director of Equal Opportunity Compliance  
Labor and Equal Opportunity Generalist  
Executive Director of Human Resources

## IX. Definitions

A. Ethical Behavior: Conduct that is consistent with the mission vision and values of GRCC.

B. Report: A written or spoken description of something to the proper authorities.

## X. Procedures

### A. Duty to Report:

1. General Duty to Report: GRCC maintains an expectation that all employees will hold themselves and others accountable for compliance with relevant laws, regulations, GRCC policies and Ethical Behavior. When an employee becomes aware of a suspected breach of Ethical Behavior, they must report the concern immediately in one of the ways described in this policy.

2. Required Reporting: This policy requires employees to report ethics concerns. All other members of the campus community are encouraged to report ethics concerns in one of the ways described in this policy as well. In addition to this policy, the following GRCC policies require that employees report specific kinds of misconduct to comply with law or regulations. Failure to report ethical misconduct in those cases will result in discipline or legal action.

#### a. 6.4 Sexual Misconduct

- i. Director of Equal Opportunity Compliance, 616-234-2107
- ii. GRCC Police: 616-234-4010 or 616-234-4911 in an emergency
- iii. See the [Title IX Website](#) for additional reporting options, including an [online reporting form](#)

#### b. 6.5 Title IX Sexual Harassment

- i. Director of Equal Opportunity Compliance, 616-234-2107
- ii. GRCC Police: 616-234-4010 or 616-234-4911 in an emergency
- iii. See the [Title IX Website](#) for additional reporting options, including an [online reporting form](#)

#### c. 14.15 Reporting Child Abuse and Neglect

- i. GRCC Police: 616-234-4010 or 616-234-4911 in an emergency
- ii. Call 4911 for GRCC Police from a campus phone [police@grcc.edu](mailto:police@grcc.edu)
- iii. For Local Police Departments: Call 911

B. What to Report: When reporting a violation, it is important include the following information:

1. Explain the facts of the incident

2. Provide the name of the alleged offender, if known
3. Give the date the incident occurred
4. (Optional) Provide a contact name, phone number, and e-mail to allow for confidential follow up. If you choose to remain anonymous, please be aware that GRCC's ability to respond may be limited if we are unable to verify the facts through other sources.

C. Options for Reporting: Anyone who has reason to believe that an ethics violation has occurred should immediately report known facts in one of the ways listed. It is not necessary to provide a name when making a report.

1. Contact the GRCC Ethics Hotline at (616) 234-3169.
2. Report information to Human Resources (ext. 3972).
3. Report the incident to GRCC Police (ext. 4010).
4. Report incidents regarding students to any of the above or the Student Life and Conduct Office (ext. 4160).
5. Send a written statement of facts to the Office of the General Counsel. (please note on envelope: Ethics Officer)
6. Contact the Equal Employment Opportunity Office (ext. 2107)

D. Questions about reporting: Supervisors who receive concerns and have questions about the appropriate response may contact General Counsel or Human Resources for assistance.

E. Investigation: Once a complaint is received through one of the reporting options, the complaint will be placed in writing by the recipient (General Counsel/Labor Relations Ethics Officer, EEO Officer, Executive Director of Human Resources, Director of Purchasing, GRCC Chief of Police, Dean of Student Success, or other college officials). Complaints will be investigated promptly by the appropriate authority, depending on the circumstances.

F. Designated Department to Lead Investigations:

1. Investigations that involve legal violations will be led by GRCC Police, consistent with appropriate law enforcement investigatory procedures.
2. Investigations involving purchasing violations will be led by the Purchasing Department, consistent with GRCC purchasing policies and procedures.
3. Investigations involving student misconduct will be led by the Office of Student Life and Conduct consistent with the procedures set forth in the Student Code.
4. Investigations that involve employee misconduct, including student employees, will be led by Human Resources

consistent with the appropriate investigatory procedures detailed in:

- a. GRCC Labor Agreements
  - b. GRCC Meet and Confer Employee Handbook
  - c. Human Resources Work Instructions
5. Investigations involving harassment will be led by the Office General Counsel / Equal Opportunity Compliance consistent with appropriate investigation procedures detailed in applicable GRCC Policies, GRCC Labor Agreements, and the GRCC Meet and Confer Handbook.
6. Investigations that involve discrimination will be led by the Office of General Counsel/ Equal Opportunity Compliance.

G. Investigations are conducted in as confidential a manner as possible.

- 1. All disciplinary actions will be administered in coordination with Human Resources to ensure consistent and appropriate responses.
- 2. Records of complaints are maintained by the appropriate department.

II. Forms

N/A

III. Effective Date

May, 2021

IV. Policy History

May, 2021 - New Policy created

May, 2023 - Grammatical changes and contact information updates

V. Next Review/Revision Date

May, 2025