

INTEGRITY IN ACTION



To: ALL EMPLOYEES

As you know, we strive each day for Jackson Community College to be an exciting, positive, and productive place to work. To help accomplish this, each employee must act with integrity in everything they do. Moreover, all employees should be aware of what's going on around them and be willing to speak up should they note any harmful or illegal activity. To be sure, JCC takes unsafe, harmful, and illegal behavior very seriously, and asks you to do the same. However, as part of new audit recommendations, consistent with changes in the law, we have been asked to consider adopting a formal methodology to help ensure a continuing and healthy organization.

Consequently, we are now introducing a program called "Integrity in Action". It's designed to give you the resources you need to get involved in protecting our College and upholding our high standards. This program features printed awareness materials and regular discussions about important issues, so you can focus on making integrity and legal behavior a top priority at JCC.

If you see or suspect illegal or unsafe activity, please don't ignore it. Report it right away. While speaking directly to your supervisor is the most effective way to report your concerns, sometimes it isn't possible. That's why we are providing an anonymous alternative. It's a toll-free hotline service operated by The Network, an independent company. This service is available 24 hours a day, 7 days a week. When you call, a specially trained interviewer documents your concern and relays the information to us. You won't have to give your name.

With this system we hope to prevent illegal or unsafe activity before it causes harm. I thank you for your participation and your commitment to integrity and the highest standards at JCC. If you would like more information about this program, please feel free to contact Diane Fenby at extension 8462.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel J. Phelan".

Daniel J. Phelan
President

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