

MEMORANDUM

To: College Community

From: Office of the Vice President for Human Resources and General Counsel

Date: June 17, 2008

Re: Misconduct Reporting Hotline

The Community College of Philadelphia is committed to maintaining an environment of respect and trust, as well as is committed to complying with all laws and regulations applicable to the College. In order to meet these commitments, the College has in place numerous internal controls, policies and procedures aimed at preventing employee misconduct, as well as detecting other types of improper activities. For example, the College has a well-established process for reporting complaints of sexual harassment to the Office of Diversity and Equity, as well as a policy for reporting other types of employment-related complaints to the Human Resources Department.

An important method by which the College learns about alleged misconduct or improper activities occurring at the College is through good faith reports by College employees. In order to better educate the College Community about the process and policies related to making internal reports where specific policies (such as the sexual harassment policy) do not exist, the College is attaching its Whistleblower Policy for your review. Among other things, this policy outlines the methods by which

College employees have always been able to report allegations of misconduct or illegal activities. The College also has instituted an additional means for College employees and others to make good faith reports of alleged misconduct – a reporting hotline maintained by an outside company, EthicsPoint. Good faith reports of observed or suspected misconduct or illegal activities may be reported via EthicsPoint's secure website at www.ethicspoint.com (links to which can be found on the College's home page or Faculty and Staff Intranet) or by telephone at 1-888-261-1669.

The College will be holding information sessions on the Whistleblower Policy and the EthicsPoint reporting system on June 25, 2008 at 10:00 a.m. in Room C3-5 and June 30, 2008 at 2:00 p.m. in Room C3-5. If you have any questions about the policy or reporting system, please plan to attend one of these sessions.