

Examples of ethics violations include the following:

Violations of any GRCC policies regarding professional conduct, including:

- GRCC Conflict of Interest Policy
- Equal Employment Opportunity Policy
- Sexual Harassment Policy
- Harassment Policy
- Administrative Code of Ethics
- Faculty Code of Ethics
- Acceptable Use Agreement
- Student Code of Conduct
- Purchasing Policies
- Americans with Disabilities Act Policy

Specific examples include:

- Use of college position or college resources for personal gain
- Actions that place the college at risk
- Plagiarism
- Fraud
- Sexual Harassment
- Retaliation
- Intimidation
- Misuse of College Resources
- Gross Misrepresentation
- Discrimination
- Bullying



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 the Human Resources Department (ext. 3971).
- Report the incident to Campus Police (ext. 4010).
- Report incidents regarding students to any of the above or the Student Conduct Office (ext. 3449).
- Send a written statement of facts to the Office of the General Counsel. (please note on envelope: Ethics Officer)
- Contact the Equal Employment Opportunity Office (ext. 4176).

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.



Grand Rapids Community College
143 Bostwick Avenue NE
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For additional information or clarification, contact the Office of the General Counsel at: (616) 234-4241.

Grand Rapids Community College is an equal opportunity institution.
GRCC is a tobacco free campus. 7/12 1213-5030

GRCC Ethics Monitoring System



GRCC Works

grcc.edu



This system has been designed to provide GRCC 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 so the college can 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 on the back. 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 e-mail 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 (General Counsel/Labor Relations Ethics Officer, EEO Officer, Executive Director of Human Resources, 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. Investigations involving purchasing violations will be conducted by the Office of Purchasing, consistent with GRCC purchasing policies and procedures.
 - C. Investigations involving student misconduct will be conducted by the Office of Student Conduct consistent with the procedures set forth in the Student Handbook.
 - D. Investigations that involve employee misconduct, including student employees, will be conducted by the Office of Human Resources consistent with the appropriate investigatory procedures detailed in:
 - GRCC Labor Agreements
 - GRCC Meet and Confer Employee Handbook
 - Human Resources Work Instructions
 - E. Incidents involving harassment will be investigated by the Office of General Counsel consistent with appropriate investigation procedures detailed in applicable GRCC Policies, GRCC Labor Agreements, and the GRCC Meet and Confer Handbook.
 - F. Incidents involving discrimination will be conducted by the EEO Officer.
2. Investigations are conducted in as confidential a manner as possible.
 3. All disciplinary actions 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. If a student is found to have committed a breach of ethics, timely and appropriate corrective action will be taken consistent with the principles and procedures set forth in the Student Code of Conduct.
3. 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 Office of the General Counsel will follow up to let the informant know that an investigation was conducted and that appropriate action was taken.
4. 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.

