

October 1, 2019

Re: Campus Conduct Hotline

Dear Faculty, Staff and Students:

As part of Bloomfield College's continuing effort to promote "zero tolerance" of unethical conduct in the workplace, I am pleased to announce a new service provided through EIIA, which is an insurance consortium that the College is a member. It is called **Campus Conduct Hotline**® and it is designed to minimize any apprehension you may have and make it possible for you to report concerns about possible violations of our institution's Code of Ethics and employment policies. **Campus Conduct Hotline**® is available for your use around the clock, seven days a week. Because the **Hotline** is operated by an independent organization, any calls made through this **Hotline** are completely confidential and anonymous.

Using this new reporting service is easy. If you have a question or concern about a possible violation of our Code of Ethics or employment policies, simply dial toll-free to **866.943.5787**.

Once you have dialed the toll-free number, here is how the reporting and follow-up process work:

- Your call will be greeted promptly and courteously by a person who makes certain you understand the **Campus Conduct Hotline**® program and how it functions. If you prefer to make your report in a language other than English, just let the person who answers know and they will arrange for a translator to participate.
- At the beginning of the interview, you will be provided with a five digit, randomly generated case number that you should use to check back for updates and requests for additional information. Be sure to write this number down and remember where you put it!
- You will then be interviewed about the question or concern that is on your mind.
- Your interview will not be recorded. Instead, the interviewer will be typing notes of your conversation. Whether or not you choose to provide your name is completely up to you.
- Within one business-day of your call, a summary of the interview will be forwarded to our institution. Our goal will be to have a basic response back to you in five business days.
- To receive your response, you will need to call back and provide the five digit case number that has been assigned to you. At that time, you might be asked

to provide additional information or to call back at a later date. You will be able to keep checking back for updates until your case is closed.

Because of the built-in confidentiality, it is important that you try to be as specific as possible about the information you provide. And, please be sure to call back in five business days to check to see if any additional information is needed. Alternatively, if you would like someone to contact you directly, you can leave your name along with a phone number where and when you would prefer to be called.

To repeat, at no time are you required to identify yourself and all information provided can be completely confidential and anonymous.

We are committed to maintaining the highest ethical standards on our campus. If you experience or observe what you believe is inappropriate behavior and are unsure what to do, I hope you will use **Campus Conduct Hotline**® to report it.

Sincerely,

Susan Dacey
Director of Human Resources