



# CAMPUS CONDUCT HOTLINE

*This message from President David R. Anderson '74 was updated on 7/12/2018.*

## PURPOSE

St. Olaf College is committed to being an institution characterized by lawful, ethical, and respectful treatment of its students, employees and community. For this reason, we have long encouraged members of the college community to make any concerns known to the college. Indeed, whether these concerns relate to discrimination, harassment, legal violations, or ethical concerns, the doors of college administrators, supervisors, and human resources are always open.

Occasionally, though, an employee has a concern that he or she would like to express anonymously. For these occasions, the college participates in a service called the **Campus Conduct Hotline**®. It is designed to enable employees to express on an anonymous basis concerns about possible violations of college educational and employment policies as articulated in student, faculty and staff publications. (Links to key documents are listed at the end of this memo.) The **Campus Conduct Hotline**® system 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.

## USING THIS REPORTING SERVICE IS EASY.

If you have a question or concern about a possible violation of our policies or the law, I encourage you to express your concerns to any of the persons whose names or titles appear in the policies linked at the end of this document. If you do not feel comfortable doing so, however, simply dial toll-free to **(866) 943-5787** and report your concern anonymously to the **Campus Conduct Hotline**®.

## REPORTING AND FOLLOW UP PROCESS

- 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.
- 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 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 the appropriate college official – usually the Director of Human Resources. Our goal will be to have a 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 was 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.

## HELPFUL TIPS AND REMINDERS

Because of the built-in confidentiality, it is important that you try to be as specific as possible about the information you provide. For example, we will need to know the name of the department or individual that you are calling about. **To repeat, at no time is any caller required to identify himself or herself and all information provided can be completely confidential and anonymous.**

Please be sure to call back in five business days to check to see if any additional information is needed. If at any time 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.

## OUR COMMITMENT

We are committed to maintaining the highest standards of behavior in our workplace. If you experience or observe what you believe is inappropriate behavior and are unsure what to do, I hope you will feel comfortable talking with Human Resources, your supervisor, or with a member of the College administration. If you feel you cannot, however, please do use the **Campus Conduct Hotline**® to report it. Also, if you have any general questions about how the **Campus Conduct Hotline**® works, please do not hesitate to call Human Resources directly at 507-786-3068.

## LINKS TO IMPORTANT RESOURCES

[Human Resources](#) | [Policies & Procedures](#) | [Student Employment](#) | [Faculty and Staff Handbooks](#)

# CALL THE HOTLINE ANYTIME

## (866) 943-5787