

We won't look the other way...

...and we don't expect you to either.

Our Values:

Houston Community College is committed to upholding only the highest standards of ethics and ensuring compliance with applicable laws, policies, and regulations.

Not only do we expect the same of you, but we want to hear from you if you suspect wrongdoing, serious misconduct, fraud, waste, abuse, or violations of law, policy, or regulations.

Communication:

Effective communication is critical in today's educational and working environment, and we have implemented this tool in an effort to enhance our existing reporting mechanisms and communication.

We are dedicated to nurturing a positive reporting environment with only the best reporting resources.

In situations where you don't feel comfortable approaching your supervisor or otherwise using conventional reporting procedures, and you prefer to file a report in confidence with a third-party, the Hotline is there for you.

Houston Community College supports, and the College is committed to, providing a learning and working environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination and harassment on the basis of race, color, religion, sex, gender identity and gender expression, national origin, age, disability, sexual orientation, or veteran status. The following person has been designated to handle inquiries regarding the nondiscrimination policies: David Cross, Director EEO/Compliance, 3100 Main Street, Houston, TX 77002, 713.718.8271 or institutional.equity@hccs.edu 0419.PRINT17-1021

The Ethics and Compliance Hotline

Another way to communicate

Houston Community College is pleased to provide a third-party Ethics and Compliance Hotline for employees, students, and members of the public to encourage the reporting of any fraud, waste, and abuse or other violations of College District policy and law.

The Hotline, called EthicsPoint, is a service provided and operated by an independent third-party company and is available 24 hours a day, 7 days a week to report suspected wrongdoing either by telephone or via a secure website.

It is our commitment to you to ensure that you have the ability to report concerns or ask questions freely, even anonymously if you prefer, without the fear of retaliation.

How?

By phone:

855.811.6284

By internet:

hccs.ethicspoint.com

hccs.ethicspoint.com



SPEAK UP . . .



YOUR CONCERNS WILL BE HEARD



OPENESS & HONESTY IS WELCOME

...If you have ethical concerns about:

- Discrimination or Harassment
- Conflicts of interest
- Policy violations
- Financial Issues
- Theft/Fraud/Waste
- Other questionable activity

Any report can be anonymous.

We would rather you report anonymously than keep the information to yourself.

hccs.ethicspoint.com

HCC policy and applicable law prohibits retaliation against anyone who, in good faith, reports an instance of suspected wrongdoing or participates in an investigation pertaining to allegations of wrongdoing. For more information, see the EthicsPoint FAQs: <https://secure.ethicspoint.com/domain/media/en/qui/46426/index.html>

FAQ

Who can file a report with the hotline?

Anyone - employees, students, and other community members.

Where do these reports go? Who can access them?

Reports are entered directly on the EthicsPoint secure server to prevent any possible breach in security. EthicsPoint makes these reports available only to specific individuals within HCC who are charged with evaluating the report, based on the type of violation and location of the incident. Each of these report recipients has had training in keeping these reports in the utmost confidence.

Why does HCC have a Hotline?

HCC is committed to conducting business ethically and complying with applicable federal and state laws and regulations. There are a variety of reporting channels for expressing compliance concerns and resolving them. For example, a possible violation of the Employee Standards of Conduct is typically resolved by an employee referring the concern to a supervisor, Talent Relations partner, or to the relevant department (e.g., The Office of Institutional Equity for discrimination/harassment).

Though we encourage utilizing these conventional methods, we understand there are circumstances in which you might not be comfortable making such a report. The EthicsPoint Hotline provides an option for you to provide information to a third party and with total anonymity if you wish.

What if I remember something important about an incident after I file the report? Or what if administration has questions for me about my report?

When you file a report at the EthicsPoint website or through the EthicsPoint Call Center, you will have a unique username and password, which will allow you to access your report to add more detail or answer questions posed by an HCC representative. (If you have reported anonymously, this can remain an "anonymous dialogue.")

Does the administration really want me to report?

We certainly do. In fact, we need you to report. We can't fix what we don't know about. You may have information regarding an activity or situation that may be cause for concern. Your reporting can minimize the potential negative impact on HCC and other community members, like yourself.