Employee Code of Conduct

Integrity is an institutional cornerstone at Colby. It is essential to academic endeavors, to institutional governance, to administration of the College, and to all the work of the College. Colby takes pride in the integrity of its employees routinely exhibit, and believes this value cannot be taken for granted. On recommendation of the College’s auditors, Colby looks to the Sarbanes-Oxley Act of 2002 as a guide for an employee conduct code that prohibits illegal acts, provides ways to report misconduct, and seeks to make explicit the expectations of honesty and integrity work-related matters long implicit and long practiced at Colby.

Employee Code of Conduct

Colby College is committed to operating lawfully. In addition, we value ethical behavior, individual responsibility, and integrity. All employees are expected to behave responsibly and comply with applicable laws and regulations.

If you encounter or become aware of work-related behavior that is unlawful or you suspect actions are inappropriate, you should alert any of the following people: your supervisor or department head, any member of Human Resources, the Controller, officer of the College, any member of the Audit Subcommittee of the Budget and Finance Committee of the Board of Trustees. If you are unsure how to make contact, please contact Human Resources or the Office of the President for instructions. You may alert any of these people anonymously.

Retaliation against a staff or faculty member who makes a good faith effort to disclose perceived wrongdoing is prohibited. The College will make every appropriate effort to redress violations of this code. While whistleblowing should not be an outlet for vindictive or malicious charges that have no basis in fact, the College always wants to know if employees feel they are being subjected to illegal treatment or are being required to engage in any illegal activity or are aware of any illegal practice.

Contact Information

Email (@colby.edu) Phone (207-859-xxxx)

Officers of the College:
Eric Rosengren
Leslie Biddle
Jeffrey Packman
David Greene
Lori Kletzer
Douglas Terp
Brian Clark
Ruth Jackson
Daniel Lugo
C. Andrew McGadney
Karlene Burrell-McRae
Matthew Proto

Email eric.rosengren@bos.frbo.org
Email leslie.d.biddle@gmail.com
Email packmanj@comcast.net
Email president
Email lori.kletzer
Email douglas.terp
Email brian.clark
Email ruth.jackson
Email dan.lugo
Email andy.mcgradney
Email karlene.burrellmcrae
Email matthew.proto

Ext. 4600 Ext. 4770 Ext. 4615 Ext. 4353 Ext. 4300 Ext. 4609 Ext. 4780 Ext. 4800

Controller:
Ruben Rivera

Email ruben.rivera
Ext. 4127

Chair, Audit Subcommittee of the Board of Trustees:
Moses Silverman

Email msilverman@paulweiss.com

Human Resources
Mark Crosby
Jane Robertson
Cora Clukey

Email mark.crosby
Email jane.robertson
Email cora.clukey

Ext. 5500 Ext. 5508 Ext. 5511

Office of Risk Management
William Saxe

Email will.saxe
Ext. 4632

Office of the President:
Regina Ouimette

Email regina.ouimette
Ext. 4604