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 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 in 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 Financial Strategy and Business Affairs 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 whistle-blowing 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)

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