

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.

In addition, violations may be reported anonymously and confidentially to an independent reporting agency engaged by the College. Upon submission of the report, the independent reporting agency will provide a summary to the designated individual(s) at the College for investigation.

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.

<u>Contact Information</u>	<u>Position</u>	<u>Email (@colby.edu)</u>	<u>Phone (207-859-xxxx)</u>
Officers of the College:			
Eric Rosengren	Chair, Board of Trustees	eric.rosengren@bos.frb.org	
Jeffrey Packman	Vice Chair, Board of Trustees	packmanj@comcast.net	
Anne Clarke Wolff	Vice Chair, Board of Trustees	anne.clarkewolff@gmail.com	
David Greene	President		ext. 4600
Margaret McFadden	Provost & Dean of Faculty	margaret.mcfadden	ext. 4770
Douglas Terp	V.P. for Administration & C.F.O.	douglas.terp	ext. 4774
Karlene Burrell-McRae	Dean of College	karlene.burrellmcræ	ext. 4780
Brian Clark	V.P. of Planning	brian.clark	ext. 4615
Ruth Jackson	V.P. & Chief of Staff	ruth.jackson	ext. 4618
C. Andrew McGadney	V.P. & Dean of Student Advancement	andy.mcgadney	ext. 4144
Jane Phillips	V.P. for College Advancement	jane.phillips	ext. 4300
Matthew Proto	V.P. for Enrollment and Communications & Dean of Admissions and Financial Aid	matthew.proto	ext. 4800
Richard Uchida	V.P., Secretary of the College, & General Counsel	richard.uchida	ext. 4609
Michael Wisecup	V.P. & Harold Alfond Director of Athletics	michael.wisecup	ext. 4900
Controller:			
Alicia Gardiner	Controller	alicia.gardiner	ext. 4127
Chair, Audit Subcommittee of the Board of Trustees:			
Miguel Leff	miguel@lefflawoffice.com		
Office of Human Resources:			
Mark Crosby	A.V.P. for HR, Safety, & Talent Development	mark.crosby	ext. 5500
Cora Clukey	Director of Recruitment & Employment	cora.clukey	ext. 5511
Jane Robertson	Associate Director of HR Operations	jane.robertson	ext. 5508
Office of Risk Management:			
Will Saxe	Asst. General Counsel & Director of Risk Management	will.saxe	ext. 4632
Office of the President:			
Regina Ouimette	Executive Assistant to the President	regina.ouimette	ext. 4604
Independent Reporting Agency			
Email:	reports@lighthouse-services.com ; include Colby College in report		
Phone English:	833-950-0006		
Phone Spanish:	800-216-1288		
Fax:	215-689-3885; include Colby College on fax		
Web:	www.lighthouse-services.com/colby		