

## 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 College officer, any member of Human Resources, the Controller, any member of the Enterprise Risk/Audit Subcommittee of the Board of Trustees, and any of the other people identified below. 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.

Contact Information	Position	Email (@colby.edu)	Phone
			207-859-XXXX
<b>Officers of the College</b>			
M. Jane Powers	Chair, Board of Trustees	<a href="mailto:mjanep@gmail.com">mjanep@gmail.com</a>	
Susan Boland	Vice Chair, Board of Trustees	<a href="mailto:susanboland@me.com">susanboland@me.com</a>	
Michael Koester	Vice Chair, Board of Trustees	<a href="mailto:michael.koester@5cinvest.com">michael.koester@5cinvest.com</a>	
David Greene	President	david.greene	x-4600
Gustavo Burkett	Dean of the College	gburkett	x-4780
Ruth Jackson	VP and Chief of Staff	ruth.jackson	x-4618
Randi Maloney	VP and Dean of Admissions and Financial Aid	randi.maloney	x-4871
Margaret McFadden	Provost & Dean of Faculty	margaret.mcfadden	x-4776
Matt Proto	Senior Vice President	matthew.proto	x-4802
Nicole Trufant	VP & Chief Financial Officer	nicole.trufant	x-4774
Richard Uchida	VP, General Counsel & Secretary of the College	richard.uchida	x-4609
Julie Wood	VP & Chief Human Resources Officer	julie.wood	x-5518

<b>Controller</b>			
Liz McGlinn	Controller	emcglinn	x-4127
<b>Enterprise Risk/Audit Subcommittee, Board of Trustees</b>			
Miguel Leff	Chair	<a href="mailto:Miguel.leff@lefflawoffice.com">Miguel.leff@lefflawoffice.com</a>	
<b>Office of Human Resources</b>			
Jesse Begin	Director of HR Operations and Transformation	<a href="mailto:jbegin@colby.edu">jbegin@colby.edu</a>	x-5507
Jessica Wilbur	Senior Human Resource Business Partner	<a href="mailto:jwilbur@colby.edu">jwilbur@colby.edu</a>	x-5510
Jeremiah Roper	Human Resources Business Partner	<a href="mailto:jroper@colby.edu">jroper@colby.edu</a>	x-5512
<b>Office of the President</b>			
Gayle Maroon Regina Ouimette	Executive Assistant Director of Administration and Operations	gayle.n.maroon regina.ouimette	x-4612 x-4604

### Independent Reporting Agency

Email: [reports@lighthouse-services.com](mailto: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](http://www.lighthouse-services.com/colby)