

PROTECT OUR COMMUNITY FROM...

HAZING

EMBEZZLEMENT OR

FRAUD

SEXUAL MISCONDUCT

HATE

WORKPLACE

MESSAGES

BULLYING

HOSTILITY

UNETHICAL BUSINESS PRACTICES

DISCRIMINATION

SECURITY AND INTERNET POLICY ABUSES

CODE OF CONDUCT VIOLATIONS

SAFETY OR FACILITY RISK ISSUES

BE A VOICE FOR BETTER. REPORT IT

When should you call Campus Conduct Hotline®?

Campus Conduct Hotline offers an easy, comfortable way to report activity or behavior you may observe or experience on campus that is harmful, unethical, questionable, or causes you or someone else personal injury. You should call the Campus Conduct Hotline if you experience or observe any of the following:

- Fraud or crime
- Sexual harassment/assault
- Discrimination
- Bullying
- Hazing
- Safety or facility risk issues
- Security and Internet policy abuses
- Code of Conduct violations
- Workplace hostility
- Illegal or unethical business practices
- Any other questionable behavior

Protect our community our reputation our future



CCH is offered by EIIA, Inc.



To Report an Incident **866-943-5787**



www.intouchwebsite.com/cch####

REPORT

3

A report is filed with your institution

INVESTIGATE

4

Your institution will investigate



Campus Conduct Hotline® (CCH) is brought to you by your institution and Educational & Institutional Insurance Administrators, Inc. (EIIA). EIIA is a leader in insurance services and risk management for higher education. For more information about CCH or EIIA, visit our websites at www.campusconduct.com and www.eiia.org.

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Confidential reporting for independent investigations into campus conduct.



ALMA COLLEGE





Introducing Campus Conduct Hotline®

Our Campus-Wide Safety Net

Campus Conduct Hotline is a confidential, independent, call-in service that provides a simple, anonymous* way for you to help preserve the values and reputation of our institution. One phone call from you can alert the institution administration of problems that may affect the entire campus community.

Protecting and providing
a safe and healthy
environment for everyone.

How Does Campus Conduct Hotline Work?

When you call Campus Conduct Hotline you will speak to a friendly, trained specialist who will guide you through the details of your concern. You will be given a case number for your reference, so your call will be completely anonymous.* It is optional to identify yourself or to provide contact information. Otherwise, no information will be taken about you (the reporter), so you will not be identified.

Your concerns will be submitted to the campus administration for investigation. Using your case number, you can call Campus Conduct Hotline at any time to check on the status of the investigation and learn of any actions that have been taken — thanks to your phone call.

*Campus Conduct Hotline is a service to receive and report information anonymously. During the institution's investigation process, identifying details may be discovered.

PRINCIPLES
INTEGRITY
HONESTY
EXCELLENCE
VALUES

When you use Campus Conduct Hotline, your call will be:

- Confidential and anonymous*
- Answered by a trained intake specialist
- Assigned a case number you can use to follow up on the status of your concern
- Handled with sensitivity
- Reported to the administration for investigation



To Report an Incident
866-943-5787



www.intouchwebsite.com/cch####

HOW IT WORKS

OBSERVE

1

You notice
questionable behavior
or unsafe conditions



ALERT

2

You call
Campus Conduct Hotline
to voice your concern



REPORT

3

A report is filed with
your institution



INVESTIGATE

4

Your institution
will investigate



RESOLVED

5

A course of action
is determined

Your voice has
made a
difference