



Anne M. Kress, Ph.D.
President

Dear Valued MCC Employee,

One of my key responsibilities as president of Monroe Community College is to help foster the best possible work environment for everyone in our organization. We should all find comfort in knowing we work in a safe, secure, and ethical workplace.

Each of us, regardless of position, shares in the responsibility for promoting a positive work culture. The college, together with the MCC Association, Inc. and the MCC Foundation, offers a confidential reporting system called the **MCC Ethics Hotline** to empower every employee to promote safety, security, and ethical behavior. The hotline is **a tool for employees and college associates to confidentially report activities that may involve unethical, illegal, or inappropriate activities** in violation of MCC's policies, procedures, contractual obligations or the law. The hotline is managed by an independent provider, EthicsPoint (www.ethicspoint.com).

I hope you feel comfortable bringing forward to your direct supervisor any potential ethical issues or concerns, general questions about our policies, and suggestions about how we can make our organization better. However, I understand this is not always the case. The MCC Ethics Hotline provides an alternative channel for you to communicate your concerns confidentially and anonymously if you so choose.

You play an important role in supporting a positive and ethical organizational culture throughout MCC. Please know that when you use the MCC Ethics Hotline, you can report misconduct that you observed, or gain clarity on whether or not something is cause for concern. Further, I welcome your feedback and suggestions pertaining to areas in which we can improve. A designated committee will review and respond to all questions, allegations, and suggestions in a timely and appropriate manner.

To submit an allegation, question or suggestion via phone using the MCC Ethics Hotline, call **(877) 237-8216** to speak with an EthicsPoint specialist. If you do not feel comfortable providing information over the phone, you may also access the system at **www.monroecc.ethicspoint.com**. For your information, I have enclosed the college's whistleblower policy and a convenient reference card with contact information.

I value all opinions and encourage you to use this system to report any issues, concerns, or general questions or suggestions you feel are appropriate to bring forward. If you have any questions about the MCC Ethics Hotline, please contact Dolores Pasto-Ziobro, internal auditor, at 292-2158.

Sincerely,

A handwritten signature in black ink that reads 'Anne M. Kress'.

Anne M. Kress, Ph.D.
President