Dear Colleague:

At JCCC, it's important to know that we work in a safe, secure and ethical workplace. For that reason, we have established this phone and Internet-based reporting system, called the "JCCC Ethics Report Line," to enhance communication and promote ethical behavior.

This system does not replace or supersede the existing channels of communication at JCCC. Good communication between employees and supervisors is always important. I encourage you to report concerns directly through the college's normal lines of communication and reserve the EthicsPoint system for reporting ethical concerns - ones that have to do with violations of the law or JCCC policy, such as embezzlement, theft, illegal harassment, fraud, abuse or misconduct.

Your input is essential to ensure that we maintain a positive, productive workplace. The reporting system is managed by a company called Navex Global (formerly EthicsPoint), which goes to great lengths to ensure that reports entered in the system will be completely confidential. When you use the JCCC Ethics Report Line, you can confidentially report ethical issues that you observe or gain clarity on whether or not something is cause for concern. All reports will be reviewed and responded to appropriately and confidentially.

Please know that the JCCC Ethics Report Line is here for all of us. Additional information is available online.

Sincerely,

[Signature]

Joseph M. Sopcich
President