

MISCONDUCT & POLICY VIOLATION REPORTING

I. Policy Section

3.0 College Operations

II. Policy Subsection

3.3 Misconduct & Policy Violation Reporting

III. Policy Statement

The personal integrity of each member of the campus community, coupled with Grand Rapids Community College's (GRCC) institutional commitment to the highest standards of professional conduct, is the foundation of GRCC's culture. Every person has a responsibility to report information giving rise to actual or suspected violations of College policies, procedures, or applicable laws to enable the College to conduct a prompt investigation and implement a timely, appropriate, and equitable response.

IV. Reason for the Policy

This policy outlines expectations for employees to report actual or suspected violations of College policies or applicable laws and provides GRCC students, staff, and community members with clear procedures for reporting such concerns.

V. Entities Affected by this Policy

All employees
Board of Trustees
Independent contractors
Applicants
Students
Vendors
College guests
Community and constituencies accessing services
Volunteers
Members of the public

VI. Who Should Read this Policy

All employees
Board of Trustees
Independent contractors
Applicants
Students

Vendors
College guests
Community and constituencies accessing services
Volunteers
Members of the public

VII. Related Documents

A. Related GRCC policies include the following:

1. Reasonable Accommodation on the Basis of Disability (Policy 3.2);
2. Free Speech and Expressive Activity (Policy 3.9);
3. Name Change Policy (Policy 6.1);
4. Title IX, Non-Discrimination, and Anti-Harassment Policy (Policy 6.2)
5. Title IV Loan School Code of Conduct (Policy 6.6);
6. Conflict of Interest (Policy 6.7);
7. Acceptable Use of Technology (Policy 6.18);
8. Misconduct Policy (Policy 6.23);
9. Drug and Alcohol Policy (Policy 6.24);
10. Student Code of Conduct (Policy 8.30);
11. Employee Reimbursement Policy (Policy 11.1); and
12. Purchasing Policy (Policy 11.15)

VIII. Contacts

Policy Owners: Director of Equal Opportunity Compliance and Title IX
Coordinator
General Counsel
Vice President for People, Culture and Equity
Executive Director of Human Resources and Talent Development

IX. Definitions

- A. **Report:** A written or spoken account of a concern shared with the appropriate College office, department, or personnel responsible for reviewing and addressing actual or suspected violations of College policies, procedures, or applicable laws.
- B. **Reporting:** The process of notifying the College of actual or suspected violations of policies, procedures, or applicable laws through designated reporting channels.
- C. **Misconduct: Any behavior, whether intentional or** unintentional, that violates GRCC policies, procedures, contractual obligations, or applicable laws.

X. Procedures

A. **Duty to Report:**

1. **General Duty to Report:** GRCC maintains an expectation that all employees will hold themselves and others accountable for compliance with applicable laws, regulations, and GRCC policies and procedures. When an employee becomes aware of an actual or suspected violation of College policy, procedure, or applicable law, they must report the concern immediately in one of the ways described in this policy.
2. **Required Reporting:** This policy requires employees to report concerns involving actual or suspected violations of GRCC policies, procedures, or applicable laws. All other members of the campus community are encouraged to report such concerns using one of the methods identified in this policy.

In addition to this policy, the following GRCC policies require that employees report specific kinds of misconduct to comply with law or regulations:

- a. 6.2 Title IX, Non-Discrimination, and Anti-Harassment Policy
- b. 14.15 Reporting Child Abuse and Neglect

Misconduct falling within these areas may be reported via the reporting options identified within this policy or via other reporting options as outlined within the specific policies. All policies can be found on the GRCC College Policies page

- B. **What to Report:** When reporting an actual or suspected violation, it is important include the following information:

1. Explain the facts of the incident
2. Provide the name of the alleged offender, if known
3. Provide date of incident if known
4. Provide name, number, and/or email for follow up. If you choose to remain anonymous, please be aware that GRCC's ability to respond may be limited if we are unable to verify the facts through other sources.

- C. **Options for Reporting:** Anyone who has reason to believe that an actual or suspected violation has occurred should immediately report known facts in one of the ways listed. It is not necessary to provide a name when making a report.

1. GRCC Ethics Hotline:(616) 234-3169.
2. Human Resources: (616) 234-3972.
3. GRCC Police: (616) 234-4010.

4. Center for Student Life and Leadership: (616) 234-4160
5. Office of the General Counsel: (616) 234-2120
6. Title IX Coordinator (Office of Institutional Equity): (616) 234-4999

- D. **Questions about reporting:** Supervisors who receive concerns and have questions about the appropriate response may contact the Office of Institutional Equity or Human Resources for assistance.
- E. **Investigation:** Once a complaint is received through one of the reporting options, the complaint will be placed in writing, if not already in writing, by the recipient and will be triaged in order to determine the appropriate avenue for resolution. Complaints will be investigated promptly by the appropriate College office, department, or personnel, depending on the circumstances.
- F. **Designated Department to Lead Investigations:** Investigations may be conducted by one or more of the following departments, depending on the nature of the concern(s) reported: Human Resources, GRCC Police, Student Life and Conduct, Purchasing, the Office of General Counsel, or the Office of Institutional Equity.
- G. **Confidentiality and Records Management:** Investigations are conducted as confidentially as possible, with disciplinary actions coordinated through Human Resources to ensure consistency. Complaint records are maintained by the appropriate office or department.

XI. Forms

N/A

XII. Effective Date

May, 2021

XIII. Policy History

May, 2021 - New Policy created

May, 2023 - Grammatical changes and contact information updates

May, 2025 - Policy title change, revised for clarity

XIV. Next Review/Revision Date

May, 2027