

# Maintaining a Culture of Integrity



## INTEGRITY



## EXCELLENCE



## OPPORTUNITY



## COMMUNITY



## STUDENT SUCCESS

All employees have a responsibility to maintain high ethical standards at STC. Do your part to help prevent fraud, waste, abuse and other improprieties at STC.

In accordance with the Guidelines for Reporting and Investigating Fraud, each employee and other interested parties have both the right and an obligation to report improprieties, including violation of colleges policies and illegal or unsafe activities.

### Examples of improprieties include the following:

- Theft
- Misappropriation of assets
- False requests for payment or reimbursement
- Unauthorized use of records or access to information systems
- Use of College resources for personal financial gain
- Fictitious vendor, employee or student payments

### Recommended options of reporting such acts:

- First discuss your concern with the immediate supervisor
- If, in your opinion, the immediate supervisor has participated in or condoned the act, speak to the next highest level supervisor
- Or speak to STC's Director of Human Resources

### Other Option — Anonymous Reporting Hotline

If you do not feel comfortable discussing the issue within these channels, you may call The Network, an independent company providing anonymous reporting services for STC. This service, however, is not intended as a substitute for speaking directly with the appropriate STC management team member, but it is an option that is always available to you free of charge.

**THE NETWORK 1-800-482-5158**

The toll-free number is staffed by The Network's own personnel 24 hours a day, 7 days a week. You do not have to give your name. An Interview Specialist documents your concern, assigns you a personal reference number for follow up and relays your concern to STC. Concerns are addressed by STC. For more information, please visit The Network's website at [www.tnwinc.com](http://www.tnwinc.com).