

To: Wellesley College Faculty, Staff, and Union Members
From: Andrew B. Evans, Vice President for Finance and Treasurer
Subject: Wellesley College Compliance Hotline
Date: March 4, 2013

At Wellesley College, we are committed to upholding the highest standard of ethical behavior. We have made a concerted effort to provide faculty, staff, and members of our unions with effective means to report work-related concerns, including compliance and ethical issues. Currently, employees are encouraged to report such concerns by contacting their supervisor, a Human Resources representative, or the College's Ombudsperson. Now, in addition to these established methods, we have implemented a Compliance Hotline to be used by those who might not feel comfortable speaking with their supervisor, Human Resources representative, or the Ombudsperson. The Compliance Hotline is available 24 hours a day, 7 days a week at [1-877-269-6176](tel:1-877-269-6176).

The hotline is managed by Compliance Concepts, Inc. Individuals who choose to report an issue via the hotline will not be required to provide their name. Compliance Concepts, Inc. will send an email to the College's Risk and Compliance Manager to alert the College about a reported issue. Upon notification, I will contact the appropriate College administrators to evaluate the issue and proceed with any next steps, which may include a formal or informal investigation. As part of such an inquiry, employees may be asked to provide information that could help the College fully investigate and remedy the situation. Wellesley College strictly prohibits retaliation against anyone who, in good faith, makes a report to the Compliance Hotline or participates in any related investigations. We will take appropriate disciplinary actions (up to and including termination of employment) against anyone who engages in such conduct.

Thank you for your efforts to ensure Wellesley College remains a safe and ethical place for work, study, and service.