Reporting Concerns about Inappropriate Activities

Swarthmore College takes seriously its commitment to ensure a safe, ethical and lawful educational, living, and work environment. Our community places a high value on ethical behavior, individual responsibility, and personal integrity. As members of this community, we each have a responsibility to share concerns of inappropriate activity.

Inappropriate activity can range from being asked to engage in a clearly illegal or unethical activity, such as falsifying research data; misdirecting College funds or resources; or requiring an employee or student to do something that is clearly not related to their role at the college (such as babysitting your children on College time or in exchange for academic favors). Suspected violations of college policy should also be reported. Examples include, but are not limited to, falsifying college records (such as applications or time records), or violations of the college's policies prohibiting discrimination, harassment, and sexual misconduct. Please see the Swarthmore College Notice of Non-Discrimination and Equal Opportunity.

Anyone determined to have engaged in the type of conduct described above is subject to disciplinary action by the College up to and including dismissal or expulsion, and civil action or criminal prosecution when warranted.

If you encounter or become aware of behavior that is inappropriate or unethical, there are several different ways for you to share your concerns.

**Internal Contacts**
- Public Safety - For emergencies: (610) 328-8333 or other concerns: (610) 328-8281
- Human Resources - (610) 328-8397
- Dean of the College – (610) 328-8365
- VP for Finance and Administration - (610) 328-8316
- Provost - (610) 328-8319
- any other supervisor, manager, or senior officer of the College
- any member of the Audit and Risk Management Committee of the Board of Managers, audit@swarthmore.edu

Contact Public Safety directly to report suspicious or suspected criminal activity as well as emergencies that involve an immediate threat to person, property, or the College environment. You should also contact Public Safety immediately if you suspect abuse of a child that is under the care or supervision of a College program. For more information on making reports of child abuse, please also see the Swarthmore College Mandatory Child Abuse Reporting Policy.

You may also contact the Office of Human Resources, the Dean of the College, or the Provost directly if you believe you are being subjected to inappropriate demands or conditions and would like to access the grievance processes.

**External Hotline**
If you do not feel comfortable with any of these options, the Swarthmore College Hotline - (866) 292-7713 - is another avenue you may choose. This toll-free line is available 24/7 and there will always be someone available to speak with you. The line is managed by an outside company that will listen to your concern and direct it to the appropriate college official for prompt and corrective action. You may remain anonymous or you may choose to identify yourself. Regardless of your decision, your information will be documented and investigated.

**Non-Retaliation**
Swarthmore prohibits retaliation against anyone who makes a good faith effort to appropriately disclose perceived wrongdoing and the College makes every effort to redress such situations. In all cases, members of the community should report their concerns when they feel they are being subjected to unethical, illegal, or unsafe activities or when they become aware of such activities going on at the College.