Manhattan College was founded on the principles and teachings of John Baptist de la Salle. Manhattan College has a strong Catholic Identity, a respect for diversity, a person centered educational experience characterized by high academic standards.

Manhattan College complies with all local, state and federal regulations and strives to create an environment in which the members of the College community can raise reasonable concerns and grievances about improper activities as well as serious violations of college policies and procedures without fear of threat or retaliation. Manhattan College maintains its own internal controls and operating procedures designed to prevent or deter violations or improper acts. However, the College relies on the members of its community – faculty, staff and administrators – to maintain this important commitment to integrity.

The College recognizes that intentional and unintentional violations of policies, procedures, regulations and laws may occur and may constitute improper activities. The College acknowledges its responsibility to create an environment where these improper activities will be reported, investigated and, when found credible, appropriate remedial steps will be taken to correct the improper actions and deter future violations.

All Manhattan College employees are strongly encouraged to report, either orally or in writing, any concern or issue that may constitute:

- Instances of fraud
- Unethical business conduct
- Violation of State or Federal Law
- OSHA (Occupational Safety and Hazard Act) concerns or specific danger to individual or group of individuals
- Unfair treatment or discrimination in employment or provision of services
- Breach of Conflict of Interest Policy
- Abuse of power or authority for any unauthorized or ulterior purpose
- Any other act or violation that breaks College rules or laws
- An unlawful act whether civil or criminal

While this list cannot include the entire range of improper activities which could arise, it identifies the types of concerns this policy is designed to address.

It is everyone’s responsibility to safeguard the College’s high standards and report actual or suspected violations. No member of the community who in good faith reports a violation or suspected violation will suffer any detriment, harassment, retaliation or adverse consequences.
For individuals who want to report without identifying themselves, the report can be made anonymously in writing. Another alternative would be an anonymous oral report to a dedicated College extension.

Whistle Blower Policy – Reporting Improper Activities at the College

Anonymous reports can limit the College’s ability to conduct a thorough review where there is insufficient information provided when the report is made. It is also impossible for the College to inform an anonymous reporter of the outcome of the review.

Individuals who wish to report violations or suspected violations, or any concern of any type of potential or actual improper activity, may do so either in writing or orally. In the normal course of events at the College an employee would contact his or her immediate Supervisor or Department Head. For reporting these concerns, an employee may also contact the Vice President for Human Resources or the Director of Human Resources. If it is not feasible to report concerns through these normal lines for communicating, a member of the community may also make a report directly to, or by sending a sealed envelope to Secretary of the Board of Trustees. An employee may make the report in a manner that identifies the person providing the report or anonymously. The advantage of providing identification is that the College can make follow-up inquiries in order to investigate thoroughly. However, every effort will be made to handle anonymous reports in the same manner as signed reports, although it may be more difficult to investigate such a report. The College will make an effort to maintain records of the reports, to share information about the effort to promote compliance and ethical conduct with the appropriate College leaders, and to document how it resolves reports of suspected or actual violations.

Reporting Violations

Individuals should share their questions, concerns, suggestions, or complaints with a College administrator who can address them properly. The supervisor is usually in the best position to address an area of concern. If the individual does not want to speak with his/her supervisor or is concerned about the supervisor’s response, he/she should contact one of the offices listed below:

Office of the Provost – Academic issues (718) 862-7304
Department of Athletics (Compliance) – Athletic issues (718) 862-7143
Office of the Vice President for Finance – Finance issues (718) 862-7357
Office of the Vice President for Human Resources (718) 862-7922
Director of Human Resources (718) 862-7398

**Dedicated Phone Line for Anonymous Reports – (718) 862-7777**
(The dedicated phone line is for leaving anonymous reports only. No messages can be traced and there will be no reply.)

***IMPORTANT- PLEASE NOTE- IF CALLING FROM A MANHATTAN COLLEGE OFFICE, YOU MUST DIAL 9-1-(718) 862-7777 TO BE COMPLETELY ANONMYOUS.***