Office of Compliance, Risk, and Ethics

MONTGOMERY COLLEGE

Compliance Matters

Fall 2018   Issue 1

Compliance and Ethics Awareness Week

**Montgomery College Celebrates Compliance and Ethics Week
October 1-5**

The level of integrity of organizations has gained worldwide attention—often for the wrong reasons. However, increasingly, organizations are recognizing that a strong compliance and ethics program is not just a smart idea; it's healthy for the organization. To acknowledge the positive impact of corporate compliance and ethics on organizations, Montgomery College is celebrating with a week of compliance and ethics activities.

During the week, Montgomery College will recognize and promote the importance of integrity, responsibility, compliance, and ethics to our mission. The Compliance, Risk, and Ethics Office will sponsor compliance and ethics fairs and information sessions during the week. We hope you will show your compliance spirit by taking the time to participate in some of the activities. Compliance begins with prevention and prevention begins with awareness!

Visit the compliance fairs on campus from **11 a.m. to 2 p.m.**

Germantown:	**Monday, October 1**
Takoma Park/Silver Spring:	**Tuesday, October 2**
Rockville:	**Wednesday, October 3**
Central Services:	**Thursday, October 4**

Raptor Puzzle Contests—Employees will receive daily emails with compliance-themed puzzles.

[Learn more about Compliance and Ethics Week by visiting our website](#).

The College's formal compliance and ethics program is in place to help to prevent and detect wrongdoing and promote ethical behavior. Most of the work done to assure a compliant and ethical workplace goes on without fanfare. During Compliance and Ethics Awareness Week, let's all be sure to recognize the importance of compliance and celebrate the compliance and ethics values we work to uphold.

Office of Compliance, Risk, and Ethics

Visit us online:

montgomerycollege.edu/compliance

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Protection against Retaliation: New Policy and Procedure!

Why don't more people speak up when they see something of concern? In most cases, they are afraid, intimidated, or don't want to get involved. People are afraid that something bad will happen to them by speaking up, so they choose to look the other way. Speaking up helps to swiftly address and prevent wrongdoing. One of the true signs of an ethical organization is one where employees are comfortable speaking up.

In most organizations when wrongdoing is discovered, there are people inside who saw or knew it was happening, but did not say anything. They were afraid or intimidated to report wrongdoing. Encouraging people to speak up helps escalate and promptly resolve problems, with the least potential damage.

Prevention of Retaliation

Ethical organizations protect those who report alleged wrongdoing against retaliation. Organizations embrace a speak-up culture by encouraging people to speak up and protecting them against retaliation when they do. The College has committed to protection against retaliation with a new policy and procedure. In June 2018, the Board of Trustees passed a new policy, 39003—Protection Against Retaliation. Each employee should read and become familiar with this new policy and procedure. The procedure provides examples of retaliation as well as examples of what is *not* retaliation.

Did you know there are both work-related and social retaliation?

Work-related retaliation may include, but is not limited to:

- Unsubstantiated or unexplained adverse performance evaluations or disciplinary action
- Unfounded negative job references
- Unfounded denial of salary increases, promotions, or other job benefits
- Unfounded or unexplained changed, reduced, or limited work assignments

Social retaliation in the workplace may include, but is not limited to:

- Discrimination or harassment from co-workers and/or supervisor
- Bullying (as defined by College Policy and Procedure 31011—Prevention of Bullying and Workplace Violence)
- Hostile work environment, described as conduct that is so persistent and pervasive as to alter the conditions of employment
- Physical threats and/or destruction of personal or College property

Protection against Retaliation

Other actions considered retaliatory include any action taken or threatened by an employee that would dissuade a reasonable employee from engaging in activities protected by this policy. Each employee should know how to report retaliation. By becoming familiar with the policy and procedure, you will learn what retaliation is, *and is not*, and be ready to identify or report it if you see it.

Individuals who believe they or another member of the College community have been or are the subject of retaliatory action should make an oral or written report to any of the following:

- The [Office of Employee and Labor Relations](#)
- Union representative (for employees covered by collective bargaining)
- The Confidential Reporting Line:
  [www.montgomerycollege.ethicspoint.com](#)
  or
  Toll-free Reporting Line: 844-572-2198

New Student Training!

Sexual Assault Prevention for Community Colleges

Our previous Haven training module has been replaced with a new module tailored to two-year institutions, entitled **["Sexual Assault Prevention for Community Colleges."](#)** This is available online to all students. Please help to make students aware of the training and promote its value.

How Does Compliance, Risk, and Ethics Affect Student Success?

The work of each and every Montgomery College employee is to support student success. The way employees support student success may look different to each one of us based on the role we play at the College. Regardless of your job, your department, or the amount of direct interaction you have with students, *you* support student success. In addition to the responsibilities in your job, each and every one of us support student success through the environment we create in our work with students and with each other. **We enable student success when we practice ethical standards routinely and transparently.**

From Policy and Procedure 41000—[Student Success](#):
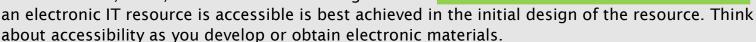*III.C. Student success is enabled when faculty and staff are committed to:*
*1. **providing a positive, welcoming climate that reflects an ethical, caring college community**;*
2. taking a personal interest by encouraging, assisting, and respecting the individual potential in each student; and
3. setting personal performance expectations that reflect their commitment to student success.

Check out the [Employee Code of Ethics](#). Pass it along!

The Path Towards Accessibility—Part One

Montgomery College is committed to providing equal access to College programs, services and activities, and in environments in which electronic information technology is used. Accessible means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use.

IT accessibility impacts documents, hardware, software, digital tools and services, websites, instructional material, OERs, and multimedia. Making sure an electronic IT resource is accessible is best achieved in the initial design of the resource. Think about accessibility as you develop or obtain electronic materials.

In higher education, accessibility factors should be considered from the beginning of a project to demonstrate good stewardship of resources. Not only is it simpler, but the costs to apply accessible factors are least costly when incorporated into the design and initial plans. Implementing accessibility factors after the implementation of the resource can increase the costs to implement over 1,000 times over factoring in accessibility during the design phase. As you are designing or planning to acquire instructional material, think accessibility early.

Creating accessible content not only provides equal access to persons with disabilities but also access for others. For example, captioning videos may provide needed information for those who are deaf or hearing impaired, for students for whom English is a second language, or for a parent completing coursework as their children are sleeping.

College resources are available for your assistance:

Accessibility@MC Website

Stacy Keller, accessible technology coordinator

Christopher Moy, director of ADA and Title IX compliance

And, very importantly, please read the Montgomery College Policy and Procedure 66004—Electronic Information Technology Accessibility.

Want more information? Look for the second edition fall 2018 of the Compliance Newsletter for more information and to learn some helpful tips on IT accessibility.

Spotlight—Emmilee Racek, Compliance and Ethics Specialist

Ms. Emmilee Racek is the most recent addition to the Office of Compliance, Risk, and Ethics. With hands-on investigatory experience and a background in law, Ms. Racek aims to bring an analytical approach to the role of compliance and ethics specialist.

As she becomes immersed in the office's priorities—and how those priorities support the College's larger mission—Emmilee will focus primarily on the following responsibilities:

Compliance Matrix:
Emmilee will work to ensure that the matrix is consistently up-to-date with the latest developments in the changing regulatory landscape. The compliance matrix is the foundation of the College's compliance program, serving as the central repository for all the laws and regulations applicable to MC.

Compliance Watchlist:
Emmilee will safeguard and reinforce the objectivity of the criteria used in both placing risks on the watchlist and in evaluating progress toward mitigation objectives.

EthicsPoint Reporting Line Intake and Case Coordination:
Emmilee will monitor new cases submitted to EthicsPoint, respond promptly to employees providing reports, and work closely with other College units to ensure that cases are investigated in a thorough and timely manner.

Emmilee looks forward to collaborating with compliance partners throughout the College's various units. She seeks to support those partners in working toward their compliance/risk mitigation objectives to ensure that their units can be even more effective in carrying out the College's mission.

Spotlight—Rosa A. Trigo, Executive Associate I

Ms. Rosa A. Trigo joined the Office of Compliance, Risk, and Ethics in June as the new assistant to Ms. Vicki Duggan. Ms. Trigo assists Ms. Duggan and her staff to achieve their work plans by offering administrative support, ensuring that daily operations run smoothly, and following up on assignments and deadlines. Rosa's duties include the following critical areas:

- managing the distribution of compliance disclosures,
- supporting the compliance advisory committee,
- organizing critical data, documents, and materials,
- monitoring assignments and project deadlines,
- coordinating Compliance and Ethics Week,
- verifying invoices and maintaining budget records, and
- maintaining the office's web pages.

She also helps with developing communication materials, which include coordinating the office's newsletter. Rosa's various duties place her in contact with many departments across the College. As the main contact for the Office of Compliance, Risk, and Ethics, Rosa is happy to receive your calls and answer your questions, or to connect you with the appropriate staff.

Q & A—How Does Protection of Minors Apply to High School Students?

Q: My department chair has asked me to coordinate an event for high school students interested in exploring STEM careers. The students will be juniors and seniors, so they aren't what I'd call kids. Does the Protection of Minors Policy apply?

A: Yes. Minors include individuals under the age of 18. High school juniors and seniors certainly fall within this scope. The event would be subject to compliance with the Protection of Minors Policy and Procedure (75005CP).

Office of Compliance, Risk, and Ethics

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