

# ROADMAP FOR EMPLOYEES TO ADDRESS ISSUES

**Do you have a concern you feel needs to be addressed?** This document provides a roadmap regarding where you can go for assistance and resolution.

**Contact your supervisor or manager with your concern.** Supervisors and managers are your first line of communication.

## Ombuds—Guidance at any time.

- Confidential, neutral, independent, and informal resource with whom you can discuss any and all workplace issues
- Offers discussion and coaching on workplace issue resolution, strategies, and options
- Refers employees to other MC resources

**Ombuds@montgomerycollege.edu**

## EthicsPoint Reporting Line

- Submit concerns anonymously and confidentially
- Managed by the Office of Compliance, Risk, and Ethics

**montgomerycollege.ethicspoint.com**  
**844-572-2198**

## Intellectual Property Concerns

- Contact the Dean of the relevant academic department

## Additional Resources

- Governance Councils
- Labor Unions—AAUP, SEIU, or AFSCME

## Student Concerns

Visit the Student Complaint Resolution webpage for policies and procedures about reporting your concerns.

If contacting your supervisor/manager is not possible or appropriate, or you wish to obtain further assistance, then contact the appropriate area listed below. Your options for consultation and resolution may vary based upon your concern.

## Human Resources: Employee and Labor Relations

[EmployeeRelations@montgomerycollege.edu](mailto:EmployeeRelations@montgomerycollege.edu)

- Alcohol or Drug Abuse • Benefit Abuse • Bias Incidents
- Disability Discrimination • Discrimination or Harassment • Employee Behavior
- Employee Time Reporting or Time Abuse • Incivility • Nepotism or Favoritism
- Sexual Harassment • Workplace Violence or Bullying

## Compliance, Risk, and Ethics

[Ethics@montgomerycollege.edu](mailto:Ethics@montgomerycollege.edu)

- Conflict of Interest • Disability Access Issues • Ethical Misconduct
- Grants Research Fraud or Misconduct • Improper Giving or Receiving Gifts
- Maryland State Ethics Filing and Reporting Questions • Protection of Minors
- Regulatory Compliance • Violations of College Policies not otherwise identified

## Internal Audit

[InternalAudit@montgomerycollege.edu](mailto:InternalAudit@montgomerycollege.edu)

- Accounting and Auditing Matters
- Falsification of Contracts, Reports or Records
- Fraud • Theft/Embezzlement
- Waste, Abuse, and Misuse of Institution Resources

## IT Privacy & Cybersecurity Compliance

[ITSecurity@montgomerycollege.edu](mailto:ITSecurity@montgomerycollege.edu)

- Data Privacy • Inappropriate Use of Technology
- Account Compromise/Credential Theft

## Environmental Safety

[EnvironmentalSafety@montgomerycollege.edu](mailto:EnvironmentalSafety@montgomerycollege.edu)

- Occupational Safety Concerns • Environmental Related Issues

## Libraries

[libguides.montgomerycollege.edu/copyright](http://libguides.montgomerycollege.edu/copyright)

- Copyright Questions and Concerns

## Office of Public Safety and Emergency Management

Germantown Campus: 240-567-7777

Rockville Campus: 240-567-5111

Takoma Park/Silver Spring Campus: 240-567-1600

Central Services: 240-567-9140

- Physical Safety and Protection • First Aid • Emergency Assistance
- 24-hour Escort Service (upon request) • Lost and Found

**Please contact the Office of Compliance, Risk, and Ethics if your concern is about one of these offices or a lack of response to a concern.**

*Please contact the Chief of Staff/Chief Strategy Officer in the Office of the President if the focus of your concern is about the Office of Compliance, Risk, and Ethics.*