

KANSAS CITY ART INSTITUTE

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| Name of Policy: Anonymous Reporting Hotline |
| Source: Student Affairs and Human Resources |
| Form to Complete: not applicable |

ANONYMOUS HOTLINE

Students, faculty, and staff who are concerned about a possible violation of law or policy and are uncomfortable raising it through published college processes may use the Kansas City Art Institute's third-party anonymous reporting service.

What to Report:

Students, faculty, and staff may report any situation or conduct you believe violates an applicable law, regulation, or college policy. This may include, but is not limited to fraud, unethical behavior, bullying, sexual harassment, etc. You do not need to know the exact law or policy, or be certain a violation has or will occur. When in doubt, the better course of action is to make a report.

What not to Report:

Report emergencies to 911.

Suggestions or ideas - this anonymous reporting service is not a suggestion box.

Your Rights as a Reporter:

Your report can be made without fear of retaliation. KCAI prohibits any retaliation against individuals who report issues in good faith.

How to Use:

The anonymous reporting line is available seven days a week, 24 hours a day, 365 days a year.

Students, staff and faculty can confidentially call or text 913-927-0229, or email

hotline@oncallhrgroup.com. Your call, text, or email will be promptly answered and addressed. The information will be relayed to the appropriate college representative to investigate your concern.