

PBCC Goal: The College will foster ethical standards and practices within the College and the community it serves.		PBCC Objective: By 2012, the College will incorporate ethical standards and practices College-wide.	
Strategy to Address the Objective: The College will establish a method for anonymous reporting of ethical and other concerns.			
Desired Outcome of the Strategy: Anonymous reporting will provide risk-free ways to anonymously and confidentially report activities that may involve criminal, unethical, or otherwise inappropriate activity or behavior in violation of procedures, policies, rules, or state and federal laws.			
Brief Narrative Description of the Strategy and Plan: The launch of this tool by PBCC will provide a method for anonymously reporting any activities or behaviors that are believed to be in violation of policy, procedure, or law. All reports submitted via the anonymous reporting tool will be handled promptly and discreetly and all reports will be reviewed carefully by PBCC. No retaliatory action will be taken against anyone for reporting or inquiring about potential breaches of policies or law or for seeking guidance on how to handle such concerns.			
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Action Steps <i>What will be done?</i>	Responsibilities <i>Who will do it?</i>	Timeline <i>By when?</i> <i>(Day/Month)</i>	Resources A. <i>Resources Available</i> B. <i>Resources Needed (financial, human, political & other)</i>	Potential Barriers A. <i>What individuals or offices may resist?</i> B. <i>How?</i>	Involvement A. <i>What groups are involved?</i> B. <i>How are they involved?</i>
Step 1: Security Plan introduced need for anonymous reporting.	Chief of Security	Sept. 2008	A. B. Funding	A. None B.	A. Chief of Security & VP for Administration and Business Services B. Review of proposed initiatives in security plan.

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Step 2: Review of potential 3rd party vendor to provide anonymous reporting & select vendor.	Chief of Security & VP for Administration and Business Services		A. 3rd party vendors B. Funding, time	A. None B.	A. Chief of Security & VP for Administration and Business Services B. Meet with potential vendor.
Step 3: Work with vendor to create PBCC site for anonymous reporting	Chief of Security & Controller		A. Existing sites and references from vendor. Existing PBCC policies/procedures. B. Human/Time	A. None B.	A. Chief of Security & Controller B. Work with vendor to establish PBCC site.

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Step 4: Launch PBCC Anonymous Reporting Site	Chief of Security, Controller, HR, CRM	December 2009	A. Assistance from vendor, email, PBCC website B.	A. None B.	A. Chief of security, controller, HR, CRM B. Determine method for informing PBCC community about anonymous reporting availability
Step 5:			A. B.	A. B.	A. B.
Step 6:			A. B.	A. B.	A. B.

Evidence of Success: *(What evidence will be provided that progress is being made? What are the benchmarks of success?)*

1. Successful launch of the PBCC anonymous reporting site. 2. Use of the site for appropriate situations.

Assessment Process: *(How will the outcomes of the strategy be measured? What are the specific measures?)*

1. Measure by number of reports of appropriate situations and the methods used to resolve any problems reported.

Request for Funds (Are funds required to implement the action plan?)

Describe the need for funds	Type of Funding	Amount Needed	Date Needed
Fee for 3 rd party vendor	<input type="checkbox"/> Materials/Supplies <input type="checkbox"/> Personnel <input checked="" type="checkbox"/> Other		
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Progress Report: (To be completed during the action plan at determined points)

Date:	Describe Progress:	Barriers to Implementation:	Submitted by:	Current Status:
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red

Green = On schedule
Yellow = Delayed
Red = Very behind schedule