



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

**ANONYMOUS REPORTING** 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. Do not report suggestions or ideas - this anonymous reporting service is not a suggestion box. Employees may not use anonymous reporting for violations in which they are mandatory reporters, including but not limited to alleged violations of Sexual Harassment, crimes reportable under the Clery Act, sexual or physical abuse or neglect of a minor, etc.

**Institutional Response:** The institution will respond to anonymous reports as appropriate under institutional policy and applicable laws and regulations. Reporting persons should be aware that the anonymous nature of a report may limit the institution’s ability to investigate it and may also limit the institution’s ability to take disciplinary action against persons accused anonymously of misconduct.

**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 submit a report online or via phone at <https://kcai.navexone.com> or 844-961-4318.**

The information will be relayed to the appropriate college representative to investigate your concern.