



JOHNSON & WALES
UNIVERSITY

Integrity and Responsibility



Employee Code of Conduct

This document is not intended to be a comprehensive list of all university policies. Each section contains brief summaries of the most critical policies that employees need to know with information on how to access the complete policies.

Staff is responsible for information and policies found in the Staff Handbook. The most up-to-date Staff Handbook can be found on HRpulse, the employee self-service website, at hrpulse.jwu.edu. Questions and concerns regarding the Staff Handbook should be directed to your campus Human Resources & Payroll department or by calling 401-598-1034.

Faculty is also responsible for information and policies found in the Faculty Manual. The most up-to-date Faculty Manual can be found on HRpulse, the employee self-service website, at hrpulse.jwu.edu. Questions and concerns regarding the Faculty Manual should be directed to the Office of the University Provost by calling 401-598-1900.

JWU policies can be found on the university's internal "J" drive: University Policies.

LETTER FROM THE CHANCELLOR

Dear faculty, staff and student employees:

Johnson & Wales University has enjoyed significant success and growth during its long history while conducting its operations with integrity and accountability. Higher education is being subjected to an increasingly complex environment in which governmental and legal oversight is growing more stringent. To help address the growing body of legal and regulatory requirements, the university has created the Equity & Compliance Services department and has published this Employee Code of Conduct (the “Code”). This Code is not new for JWU, but its format, organization and presentation are.

Highlighting the policies most critical to working in higher education and at JWU, every employee (including faculty, staff, and student employees, full- and part-time) is governed by the material in this document. All employees are expected to become familiar with this document and the related documents.

The Code is also a compliance tool that’s not just about following the letter of the law, but about understanding expectations, doing the right thing and keeping our guiding principles in mind. Our guiding principles are intended to help guide us both legally and morally as we model ethical behavior and local, national and global citizenship. Additionally, as members of the JWU community, we have a shared responsibility to be good stewards of financial and other resources and conduct business in a legally compliant manner.

Your dedication and commitment to our mission and ethical standards contribute directly to the overall success of JWU.

Sincerely,

A handwritten signature in blue ink that reads "John J. Bowen". The signature is fluid and cursive, with the first and last names being the most prominent.

John J. Bowen '77
Chancellor

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EQUITY & COMPLIANCE SERVICES AT JWU

jwu.edu/compliance

Fostering A Culture of Integrity and Responsibility

Equity & Compliance Services is dedicated to fostering ethical practices. By promoting a culture of equity and compliance, the department strives to advance JWU's commitment to creating an environment that values integrity as evidenced by shared respect and responsibility.

Areas of Focus

- Supporting JWU's commitment to equity and compliance by embracing diversity and inclusion, and championing ethical decision-making and accountability
- Facilitating compliance with applicable laws and regulations governing higher education, industry standards and internal policies and procedures
- Collaborating with JWU departments in their effort to model ethical behavior, with the systematic maintenance and monitoring of related compliance and regulatory requirements
- Promoting an environment for all community members that is free from illegal discrimination, harassment, sexual violence and relationship violence

Services and Resources

Our services and resources support the JWU mission and guiding principles and are available to all members of the JWU community. They include:

- Working with departments to identify, resolve and mitigate equity and compliance issues, and empowering responsible individuals and units to systematically translate compliance obligations into action
- Identifying measures that allow JWU to achieve and manage institutional risk to an acceptable level
- Serving as another resource for individuals to report concerns of violation of law or university policy. This includes, but is not limited to, illegal harassment or discrimination, sexual violence and relationship violence.
- Assisting community members seeking information about JWU's Prohibited Discrimination and Harassment Policy and/or Sexual Violence and Relationship Violence Policy
- Providing and/or coordinating nondiscrimination, sexual violence and relationship violence, equity and certain compliance-related trainings

University community members are expected to explore the information below to better understand JWU's expectations and policies, as well as available resources related to equity and compliance services:

- Employee Code of Conduct
- Student Code of Conduct
- Policies: Employees are expected to be familiar with the policies posted in the J drive. Students are expected to be familiar with the current Student Catalog and Student Handbook
- Reporting options: See Reporting Options at jwu.edu/compliance

- Online Tools: JWU employees may access Compliance Matrices and Calendars organized by functional area and job title, and use these resources to reference and identify the laws they and their department are responsible for
- Trainings: JWU faculty and staff are expected to complete certain trainings (Prohibited Discrimination and Harassment, Emergency Management Preparedness, Written Information Security Policy, JWU101 and department-specific required trainings). Employees may access upcoming training dates and information by logging into HRpulse.

Contact Us

Equity & Compliance Services develops initiatives and approaches related to its areas of focus that promote and provide support to the JWU community. Contact us if you have questions or need guidance for a specific situation via fax at 401-598-2171 or Equity&ComplianceServices@jwu.edu. You may reach out to us individually at

- Sandra Lawrence, CCEP, 401-598-1423, compliance associate
- Matthias Rubekeil, JD, 401-598-2703, Title IX coordinator, nondiscrimination coordinator and section 504 coordinator
- Piya Sarawgi, MBA, 401-598-4725, communications manager

REPORTING OPTIONS

The university has implemented a reporting mechanism (managed by Equity & Compliance for employees to report allegations of suspected or known violations of law or university policy. This mechanism should be used when reporting concerns to an immediate supervisor is not a viable option. **Reports can also be made anonymously.**

Managers and supervisors are required to report allegations that come to their attention in the ordinary course of performing their supervisory duties. Reporting parties, including managers and supervisors, will be protected from retaliation for making such a report under the university's Whistleblower Policy. Claims regarding discrimination or harassment made through this reporting line will be forwarded to the university's nondiscrimination coordinator (matthias.rubekeil@jwu.edu).

Complete and submit

A web form: ***Confidential Report (preferred method)***

Leave a message: 1-833-JWU-LINE
1-833-598-5463

Send an email: jwureport@jwu.edu

NOTE: The telephone line is not answered; however, messages are retrieved on a regular basis, Monday–Friday. If there is an emergency, please dial “911” or contact Campus Safety & Security.

JWU takes allegations of suspected or known violations of law or university policy very seriously. Individuals who knowingly make intentionally false or purposefully misleading allegations of misconduct will be subject to appropriate disciplinary action.

For more information on how to make a report, visit jwu.edu/compliance.

ETHICAL STANDARDS IN THE WORKPLACE

Ethical Standards

Johnson & Wales University expects all employees to conduct themselves ethically and with integrity and to maintain a position of trust and loyalty with respect to the university. JWU depends on the good faith, honesty, fair dealing and cooperative efforts of employees in interactions with others, both internal and external to the university.

Employees are required to comply with federal, state and local laws and regulations that apply to the performance of their responsibilities, as well as internal policies and procedures established for the practical, legal and effective management of the university's educational mission and business operations. In some cases, JWU employees are also governed by ethical codes or standards of their professions or disciplines. Attorneys, nurses and counseling staff are just a few examples of employees who must also comply with applicable professional standards in addition to laws, regulations and university policies.

Employees are obligated to obtain clarity regarding roles or responsibilities and should exercise good judgment in the performance of their responsibilities, consistent with the interests of the university.

Employees who engage in unethical conduct in the workplace or conduct that is prohibited by either law or university policy will be subject to disciplinary action.

Misrepresenting JWU

The Department of Education governs how institutions may represent themselves to current and prospective students and their parents. A misrepresentation can take any form (visual, oral or written) and have the ability or likelihood to deceive or confuse an individual. This includes the concept of a person reasonably relying on information provided, leading to his/her harm.

Johnson & Wales University holds itself to the highest levels of integrity and expects employees to provide only factual and accurate information regarding the university to prospective and current students and their families, and the general public. This covers all aspects of university life, such as information related to our educational programs, financial charges and potential careers. For example, the university and its employees may not make promises to prospective or current students regarding employment in a particular job or field of work.

Employees who provide false, erroneous or misleading information about the university will be subject to disciplinary action.

Discrimination and Harassment

As an equal opportunity employer, Johnson & Wales prides itself on its diverse faculty, staff and student body. JWU is committed to fostering an environment where personal rights are respected. All employees are responsible for establishing and maintaining a culture of tolerance and respect through their communications and actions. Employees must recognize that illegal discrimination or harassment of any kind has no place at JWU.

The university's nondiscrimination coordinator is responsible for receiving, investigating and resolving complaints of discrimination and/or harassment. Employees are expected to contact the nondiscrimination coordinator when reports of discrimination and/or harassment are received, or when there is knowledge of such an issue.

The university's nondiscrimination coordinator may be reached at 401-598-2703.

For more information please see the following university policies:

- Prohibited Discrimination and Harassment Policy, including Sexual Harassment and Sexual Misconduct
- Equal Employment Opportunity and Affirmative Action
- Fraternalization with Students

Copyright Compliance

The United States copyright laws are designed to prevent people from copying and distributing other people's work without permission. Proper permission must be obtained from the author, creator or publisher of the work prior to copying and/or distributing it. There is an exception to this rule called "fair use" that applies in academic settings.

Employees who use other people's work without permission expose both the university and themselves (personally) to liability. Violations of the guidelines set forth in the university's Copyright Compliance Policy may result in disciplinary action.

For more information please see the following university policies:

- Copyright Compliance
- Ownership of Works Developed by Employees

Social Media Responsibilities

JWU recognizes that the responsible and respectful use of social media outlets by the university community is a way of facilitating communication about the university and its innovations and activities, while maintaining its commitment to academic freedom.

The use of social media to interact with students, parents, alumni, donors, media and other university constituents must follow the same professional expectations, guidelines and laws of communication applicable to any other communication medium (i.e., regulations related to FERPA, inappropriate language or tone, etc.).

Employees should remember that they may be judged individually and as a representative of the university when posting information on any social media site. The malicious use of JWU social media sites, including illegal activities or any other inappropriate behavior, will not be tolerated and disciplinary action will be taken.

For more information please see the following university policies:

- Computer and Technology Use
- Copyright Compliance Policy
- Family Educational Rights and Privacy Act (FERPA)

Other helpful information:

- Social Media Best Practices
- JWU Graphic and Editorial Standards Guide (jwu.edu/standards)

CONFLICT OF INTEREST

Conflict of Interest and Commitment

A conflict of interest exists in any situation where an employee of the university allows outside personal interests to influence his/her decisions at work. Outside interests, such as professional activities, personal financial interests or the acceptance of gifts from third parties can create a conflict between the university and private interests. These conflicts may prevent an employee from making decisions that are in the best interest of the university.

Employees are expected to disclose the circumstances surrounding any conflict or potential conflict of interest or commitment to their supervisor, the senior manager in the employee's department, the vice president of human resources or to the general counsel. Such disclosures should be made prior to making any commitments or initiating any activity which poses a potential conflict.

For more information please see the following university policy:

- [Conflict of Interest and Commitment](#)

Education Loan Practices

As an institution receiving Title IV federal loan aid for its students, Johnson & Wales University must comply with the Higher Education Opportunity Act (HEOA) and the Department of Education rules. All employees and agents of JWU are required to avoid actual or potential conflicts of interest in connection with education loans for prospective or current students and their parents.

In any communications or interactions with lending organizations, employees must abide by this Code, the university's Code of Conduct for Education Loan Practices, and any federal and state laws, rules and regulations.

For more information please see the following university policy:

- [Code of Conduct for Education Loan Practices](#)

Family Members (Nepotism)

In order to avoid conflicts of interest or the appearance of conflicts of interest or favoritism, no university employee may approve or otherwise take action with regard to the appointment, reappointment, promotion, salary or supervision of family/household members or anyone with whom an employee has a significant relationship. Employees are further required to disclose the existence of any relationship that may create a conflict of interest or violates university policy, to the manager at the time of employment, or if such a relationship develops at any time during employment.

For more information please see the following university policy:

- [Nepotism Policy](#)

FINANCIAL MANAGEMENT

All property (including trademarks, copyrights, patents and physical property) and funds of the university must be used responsibly and in a manner consistent with the university's mission, values, tax-exempt status and policies. University property and funds should be treated with care and prudence to avoid waste and improper use. No university funds, property or facilities may be used for personal benefit or for the benefit of a non-university organization without prior approval.

For more information please see the following university policies:

- Spending
- Travel-related

Contracts and Agreements

Employees are expected to follow the procedures outlined in the university's Contract Policy, which provides instructions for authorized executive signers and purchasing agents and identifies contracts that require review by the Office of the General Counsel. Only purchasing agents and authorized executive signers are approved to execute contracts on behalf of the university or any campus, college, subsidiary or other component of the university.

For more information please see the following university policy:

- Contract Policy

Financial Accountability

Employees using university resources on behalf of JWU are responsible for complying with all policies established regarding the use of university resources. The university will fund the reasonable and necessary expenses incurred for authorized university business purposes.

Department managers may not authorize more or less restrictive guidelines for any reason than are currently outlined in university policy. It is expected that good judgment will be exercised when using university resources and that there is a complete understanding of all reporting and accounting responsibilities. University resources include, but are not limited to, cash, assets (tangible or intangible), real or personal property, facilities (owned or operated by the university), university-provided technology, the university's name and logo.

Internal Controls

Internal controls are the processes employed to help ensure that the university's business is carried out in accordance with this Code and all applicable laws, regulations and university policies and procedures. Internal controls help to promote efficient operations, accurate financial reporting, protection of assets and responsible fiscal management.

Employees with financial management responsibilities must record, allocate and charge costs accurately, and maintain proper documentation to support financial and other reports and data regarding the business and operations of the university. Where possible, a segregation of duties should be implemented; this division of responsibilities eliminates situations where one individual has full and complete control over a financial transaction. In other words, having one employee both approve and pay the same invoice is unacceptable. Those duties must be divided up; one employee approves the invoice, another employee pays the invoice. Further guidance can be provided by Finance.

For more information please see the following university policies:

- Spending
- Travel-related

Donations/Gifts from the University

Generally, employees are not allowed to make gifts or donations in the university's name. Under certain circumstances, it may be appropriate and in the best interest of the university to make a donation. One such example is JWU purchasing tickets for a benefit or civic function. In these cases, requests are approved through the appropriate campus president's office or the Office of the Chancellor. Donations will not be funded by departmental budgets.

For more information please contact the appropriate campus president's office or the Office of the Chancellor.

Acceptance of Gifts to the University

Resource Development governs the acceptance of gifts to Johnson & Wales University. The university and its employees cannot accept gifts which involve unlawful discrimination or which obligate it to violate any applicable laws or regulations, the university's charter or mission, policies and procedures, or this Code. Although on face value most gifts seem appropriate and desirable, there may be underlying issues or implications that impact a gift's acceptance.

Please note that in accordance with the university's Code of Conduct for Education Loan Practices, Johnson & Wales University and its employees do not accept gifts from lenders who are named on the university's preferred lender list for private education loans [available at www.jwu.edu (search keyword "private loans")].

For more information please see the following university policy:

- Code of Conduct for Education Loan Practices

Gifts to Employees

Employees cannot accept any gifts or gratuities, in cash or in kind, except for meals and items valued at \$40 or less, from any party doing business, or seeking to do business, with the university or its student body, where the employee has direct control or significant influence over the vendor relationship. Exceptions are 1) bona fide training sessions/conferences and any related lodging, meals and/or entertainment, and 2) other occasional social gatherings and/or entertainment. All exceptions must be reported to the vice president in charge of the employee's department, or for senior managers, disclosed on the conflict of interest form. Employees are expected to utilize good judgment for the acceptance of gifts.

Please note, however, that separate and more restrictive rules apply to gifts, services and other benefits from lenders who make education loans to JWU students; this information is documented in the Code of Conduct for Education Loan Practices adopted by the university.

For more information please see the following university policies:

- Code of Conduct for Education Loan Practices
- Conflict of Interest and Commitment

Use of JWU Facilities

Johnson & Wales University is proud of its unique and varied facilities at each of its campuses and locations. These facilities are available to students and employees for academic, student life and administrative activities. External organizations, at times, are interested in using JWU facilities and may be granted permission to do so. A fee may be charged and/or other requirements may exist. The approval and management of such usage is handled differently at each campus.

Providence Campus:

For more information please contact the LINC Committee at 401-598-1900.

North Miami Campus:

For more information please contact the Special Events Committee at 305-892-7584.

Denver Campus:

For more information please contact the Events Committee at 303-256-9452.

Charlotte Campus:

For more information please contact the director of culinary operations at 980-598-1431 or the community outreach coordinator at 980-598-1011 (for external groups).

Grant Funding and Management

Grants for external funding support must align with Johnson & Wales University's mission and strategic objectives. To avoid jeopardizing the university's status and reputation and to ensure that the university maximizes its donor relationships and potential for attracting external support, employees must consult their respective campus development officers or the university's director of grants & sponsored program administration to discuss their interest in pursuing grant support. All requests for grant funding must be approved by the director of grants & sponsored program administration prior to submission. In the process, he/she works with Finance, the Office of the General Counsel and Human Resources & Payroll to obtain appropriate approvals.

Employees who have responsibilities relating to a particular grant are expected to act in good faith on behalf of the university. They are required to ensure compliance with all duties and obligations assumed by the university and all commitments and promises made by the university in the applicable grant.

For more information please contact the director of grants & sponsored program administration at 401-598-2146.

INFORMATION SECURITY AND CONFIDENTIALITY

Johnson & Wales University strives to create effective administrative, technical and physical safeguards for the protection of personal information of all students, employees and other individuals.

JWU employees often have access to private and confidential information regarding individuals or the operations of the university. Employees are required to maintain the privacy and confidentiality of such information. They must protect it and use it in only the university's best interests, in accordance with relevant laws, regulations and university policies, and any applicable contractual or other restrictions.

Employee Information

Johnson & Wales University is committed to protecting the privacy of its employees, both during and after their employment. JWU will only release valid and pertinent information when an appropriate request is received or in accordance with applicable laws, regulations and established university policies and procedures.

For more information please see the following university policies:

- Requests for Records
- Requests for Employee Information

Other helpful information:

- [Health Insurance Portability and Accountability Act \(HIPAA\)](#)

Student Information

The Family Educational Rights and Privacy Act (FERPA) gives eligible students certain rights with respect to their educational records. This includes the right to view their educational records maintained by the university and the right to keep certain educational records private.

Directory information may be disclosed by the university unless a student specifically requests in writing, to the contrary. This request will be honored until terminated by the student. JWU does not release directory information indiscriminately.

For more information please see the following university policy:

- [Family Educational Rights and Privacy Act \(FERPA\)](#)

Information Security

JWU information systems contain significant amounts of data. Due to the sensitive nature of some of the information, safeguards exist to protect university systems from unauthorized use and access. The university is subject to many federal and state laws and regulations, as well as industry standards with respect to how it creates, collects, secures, transmits, stores, accesses, uses, discloses and destroys personal information. These numerous requirements encompass electronic and hardcopy records.

System access and data security policies and procedures have been established to guide and control information security. Employees are expected to adhere to all policies and procedures established to maintain information security. Violations may result in disciplinary action, up to and including termination.

For more information please see the following university policies:

- Written Information Security Policy (WISP)
- Record Retention Policy

Acceptable Use of Technology

Johnson & Wales University offers email, Internet connectivity and other technological services to its employees. These resources are in place for business and educational purposes in support of the university's mission. It is the university's expectation that employees will use the technology services provided by JWU in accordance with all applicable state and federal laws and established university policies and procedures.

When employees use university technology systems and services (owned or maintained by the university), they should not have an expectation of privacy. The university may, if it deems appropriate, monitor activities and communications of employees. As such, users agree to such monitoring through their use of university technology.

For more information please see the following university policy:

- Computer and Technology Use

Also, please see the section on Social Media Responsibilities in this Code.

REPRESENTING JWU

Every member of the Johnson & Wales University community is an ambassador for the university. Whether communicating with students (prospective or enrolled), parents, co-workers, alumni, media, donors or members of the community, an employee message is interpreted as the university's message.

It is expected that employees will reference and adhere to JWU's Graphic and Editorial Standards Guide ("Standards") in all communications. The Standards were created to ensure that a strong university identity exists across all four campuses and that all communications are consistent and aligned.

For more information please visit jwu.edu/standards.

Contact with the Media

Effective communications with the media are critical to establish and enhance the image and reputation of Johnson & Wales University. Communications & Media Relations on each campus serves as that campus' official liaison to members of the media. It provides information about JWU's activities, accomplishments, news and expertise, and responds to media inquiries on behalf of JWU.

Employees are expected to follow the procedures outlined in the university's Media Relations Policy which provides details on how to direct media inquiries to the appropriate university representative and under which circumstances faculty and staff can communicate directly with media.

For more information please see the following university policy:

- [University Media Relations](#)

Response to External Legal Notices and Communications

Any employee who receives an external legal notice (including, but not limited to subpoenas, summons, court orders, warrants, letters, calls or visits from law enforcement or government agents) addressed to the university or to the employee individually but related to university activities, must immediately contact the Office of the General Counsel.

For more information please see the following university policy:

- [Legal Notices and Communications](#)

HEALTH, SAFETY AND ENVIRONMENT

The health and safety of the Johnson & Wales University community is a responsibility taken very seriously. JWU is required to follow certain regulations as outlined by the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), as well as other local and state environmental agency codes and regulations. The university has also established internal policies and procedures to further protect the university community.

For more information please see the following university policies:

- Alcohol
- Drug Free Workplace and School
- Smoking

Other helpful information:

- Bloodborne Pathogens

Threats and Violence

JWU is committed to fostering a safe and secure environment to help promote an atmosphere that encourages learning and productive employment. Threats and acts of violence will not be tolerated on university-owned or -operated property.

Any violent behavior (direct or threatened) on the part of faculty, staff, students, visitors or guests, such as physical violence, threats of violence or disorderly conduct, should be reported to Campus Safety & Security immediately. Such behavior must be reported regardless of the personal or professional relationship between the apparent perpetrator and the victim.

Persons involved in making threats or involved in physical violence may be removed from the premises as quickly and safely as possible. They may be required to remain off university premises pending the outcome of an investigation.

For more information please see the following university policy:

- Firearms

Handling of Food

Proper personal hygiene is essential to the prevention of foodborne illness. As a leading university in culinary arts and education, Johnson & Wales is dedicated to helping reduce the risk of disease transmission through the handling of food, whether in a classroom setting or work environment. To this end, the university has adopted a Food Handlers' Reporting and Hand Washing Policy, which requires employees and students working or learning with food to follow specific procedures prior to preparing or touching ready-to-eat food.

In addition to the policy, all students and employees who prepare or handle food in the course of their studies or employment must sign and abide by a Food Handlers' Reporting Agreement. The agreement requires notification of the person in charge of a food service site and Health Services if anyone experiences certain symptoms or has been diagnosed with or exposed to certain illnesses. Failure to comply with the terms of the agreement may not only jeopardize the health of people who consumed food handled by an infected person, but can also lead to legal or disciplinary action.

For more information please see the following university policy:

- Food Handlers' Reporting and Hand Washing Policy

Other helpful information:

- Bloodborne Pathogens

Emergency Management Plan

Effective emergency response requires the coordinated efforts of both students and employees. Each member of the Johnson & Wales community should be prepared to act promptly when faced with an emergency. The university has developed an emergency management plan which contains information on emergency procedures related to explosions, hazardous materials release and other threatening situations.

Each campus has developed campus-specific emergency procedures which include evacuation procedures and rally point locations. In addition, each campus has developed an Emergency Quick Reference Guide. Employees must familiarize themselves with the emergency management plan and their campus emergency procedures.

For more information please see the Emergency Management Plan.

Duty to Report Crimes and Accidents

Johnson & Wales University strongly encourages the prompt and accurate reporting of all criminal or suspicious activities occurring on or near campus and of any accident involving personal injury (or significant property damage) that has occurred on or near any campus or in a university-owned or -operated facility. Where law or specific university policy imposes a mandatory reporting requirement, those higher reporting requirements are controlling. For example, all members of the university community serving in a supervisory capacity are required to contact the nondiscrimination coordinator when reports of discrimination and/or harassment are received, or when there is knowledge of such an issue. It is equally important to report an accident that has occurred on or near any campus or in a university-owned or -operated facility.

Employees who witness any suspicious or apparent criminal action or an accident should immediately contact Campus Safety & Security, a campus security officer, a resident director or the local police.

For more information please visit the Campus Safety & Security websites:

Providence Campus:	jwu.edu/providence/safety
North Miami Campus:	jwu.edu/northmiami/safety/
Denver Campus:	jwu.edu/denver/safety
Charlotte Campus:	jwu.edu/charlotte/safety

Reporting Child Abuse

Any member of the Johnson & Wales University community who knows of or suspects the abuse or neglect of a child has a legal obligation to report it immediately. It is not necessary to know for certain that abuse is taking place; reasonable cause to believe or suspect child abuse is sufficient for making a report. No one should knowingly make a false report of abuse or neglect to a county department or local law enforcement agency. Anyone who violates this will be subject to disciplinary action.

To make a report of known or suspected child abuse or neglect please visit the following applicable websites:

Rhode Island: dcyf.ri.gov/child_welfare/index.php

Massachusetts: mass.gov/eohhs/gov/departments/dcf/

Florida: dcf.state.fl.us/abuse/

Colorado: colorado.gov/cs/Satellite/CDHS-ChildYouthFam/CBON/1251579373548

North Carolina: ncdhhs.gov/dss/local/index.htm



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Providence, Rhode Island

North Miami, Florida

Denver, Colorado

Charlotte, North Carolina