

**Muhlenberg College
Communication Procedures
Hot Line Policy
September 2, 2013
(Updated 10/15/19)**

1. Any complaints involving trustees, officers, management, faculty or employees of the College regarding questionable accounting, internal controls, auditing or reports of financial fraud should immediately be reported in a named or anonymous submission to the Chief Business Officer & Treasurer of the College (Kent A. Dyer). The submission may be made verbally (484-664-3141), or in writing, via email to kentdyer@muhlenberg.edu or hard copy. Hard copy written submissions should be marked confidential, and appropriate detail of the facts of the matter should be included in order to assist in the investigation of the assertion. The Chief Business Officer & Treasurer must report these matters to the College's Audit & Compliance Committee Chairperson in a prompt manner. A course of action will be determined with the Chairperson and other College employees, such as the Vice President for Human Resources and the Director of Campus Safety may be consulted on an "as needed" basis.

2. If an individual is uncomfortable reporting matters to the Chief Business Officer & Treasurer, a named or anonymous submission may be made directly to the Chairperson of the Audit & Compliance Committee. The submission may be made verbally or in writing. Written submissions should be marked confidential, and appropriate detail of the facts of the matter should be included in order to assist the Audit & Compliance Committee in the investigation of the assertion. The submission should be addressed to:

Ms. Sandra Bodnyk
3838 McIntosh Drive
Orefield, PA 18069
610-216-7366
slb3838@aol.com

3. Should, in rare instances, a matter occur where an individual is uncomfortable reporting either to the Chief Business Officer & Treasurer or to the Chairperson of the Audit & Compliance Committee, a named or anonymous submission may be made directly to the Chairperson of the Board of Trustees. The submission may be made verbally or in writing. Written submissions should be marked confidential, and appropriate detail of the facts of the matter should be included in order to assist the Chairperson in the investigation of the assertion. The submission should be addressed to:

Mr. Richard C. Crist, Jr.
President
3227 Meadow Lane
Collegeville, PA 19426
908-295-3989
richcrist@me.com