

MySafe Campus & Annual Security and Fire Safety Report

MySafeCampus.com

The campus issues you may report via MySafeCampus include, but are not limited to: harassment, employee mistreatment, improper handling of students, applicants, grant or loan violations, unfair labor practice, unlawful discrimination, harassment, including sexual harassment unsafe work or campus conditions or handling of biohazardous substances, theft, fraud, embezzlement, auditing, improper tax or financial documentation or reporting, ethical violations, , violations of law, regulations, or policies, environmental concerns or damage, and/or other conduct significantly detrimental to KGI.

Your report will instantly, and, if you wish, anonymously, be forwarded to the appropriate individuals within our educational institution. Upon submission, you will be provided with a confidential access number, as well as asked to generate a personal password, that enables you to anonymously re- enter the site at any time. You will then be able to send and receive messages (again anonymously, if you chose) pertaining to your report and, if desired, participate in any follow-up. It is very important that you document these items, as they will be used to follow up on your report. You can call MySafeCampus, or log into www.MySafeCampus.com, to check report status. Although we will strive to maintain confidentiality of any [non-anonymous] reports to the maximum extent feasible, you should recognize that the process may and often will require consultation with others or, in aggravated circumstances, communications to the attention of relevant authorities within or outside the Institute

Please utilize our new system to report occurrences such as those listed above, as we truly do value your feedback and concerns. Feel free to go ahead and visit the website www.MySafeCampus.com for further information. Let me know if you have any other questions about this new service and added employee benefit. www.MySafeCampus.com or call the toll-free number 1-800-716-9007 24 hours a day, seven days a week.

THE ANNUAL SECURITY AND FIRE SAFETY REPORT

The Annual Security and Fire Safety Report for KGI is located on the KGI Policy page here: <https://www.kgi.edu/policies/safety-and-sexual-misconduct/>. This report is a disclosure of campus safety policies and campus crime statistics.

Employee's Name (Print)

Employee's Signature

Date