

Ethics Hotline Reminder

- The Ethics Hotline is a service provided to the College through Lighthouse Services, Inc. The hotline is in place to provide an anonymous and confidential means for reporting ethics violations, theft, and fraud.
- This hotline is NOT a substitute for routine communications within our organization between employees and their supervisors and managers, particularly as to workplace duties, nor does it replace the non-discrimination procedures that are in place. Employees have many ways to report ethics violations, theft, or fraud including discussing the concern with their manager, a College executive, or a member of the Brookdale Community College Police Department. The hotline is an additional communications tool and it is provided because we believe it is the right thing to do.
- The toll free telephone number to access Brookdale's Ethics Hotline is 844-410-0042. It is available 24 hours a day, 365 days per year. The hotline can also be accessed via the internet, at www.lighthouse-services.com/brookdalecc

NJ First Act – Residency Requirement

This is a reminder to all employees regarding the requirement for NJ residency as a condition of employment. If you are considering a move out of state, you **MUST** get **prior** approval for an exemption to the law to avoid immediate termination. Please use the following link to obtain more information: <http://lwd.dol.state.nj.us/labor/lwdhome/content/NJFirst.html>

Professional Development

- **Calendar of upcoming Technology & Career Skills Training** – Click [here](#)
(You may be prompted to logon to SharePoint before viewing the calendar.)
- **Free Online, on-demand training available 24/7 to employees** - Click [here](#)