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About EthicsPoint

What is EthicsPoint?

EthicsPoint is a comprehensive and anonymous reporting tool created by NAVEX Global to assist management and employees to work together in addressing fraud, abuse, and other misconduct in the workplace, all while cultivating a positive work environment.

Why do we need a system like EthicsPoint?

- We believe that our employees are our most important asset. By creating open channels of communication, we can promote a positive work environment and maximize productivity.
- An effective reporting system will augment our other efforts to foster a culture of integrity and ethical decision-making.

Reporting – General

May I report using either the Internet or the telephone?

Yes. With EthicsPoint, you have the ability to file a confidential, anonymous report via either the telephone or the Internet.

What does “confidential” mean?

While you may typically refer to a confidential matter as something intended to be kept secret, in this context, confidential matters are treated on a “need to know” basis, which differs depending on the situation and may have to be disclosed, at least in part, in order to investigate the concerns raised, following certain internal requests, or as required by law. Accordingly, under no circumstances should a reporter assume that complete confidentiality will be maintained. However, anonymity may be maintained throughout the process.

What type of situations should I report?

The EthicsPoint system is designed for employees to report any **possible** violations of policies stated in the Board of Regents Handbook, or other concern you may have.

If I see a violation, shouldn't I just report it to my manager, security, or human resources and let them deal with it?

When you observe some behavior that you believe violates the Board of Regents Handbook, we expect you to report it. Ideally, you should take any concerns to your direct manager or to another member of our management team. We recognize, however, that there may be circumstances when you are not comfortable reporting the issue in this manner. It is for such circumstances that we have partnered with EthicsPoint. We would rather you report anonymously than keep the information to yourself.

What other resources are available to assist me at UNLV when it comes to concerns I have?

You have many different resources available to you, which are summarized [here](#).

Why should I report what I know? What's in it for me?

We all have the right to work in a positive environment and with that right comes the responsibility of acting in an ethical manner and letting the appropriate people know if someone is not acting appropriately. By working together, we can maintain a healthy and productive environment. Misconduct can threaten the livelihood of an entire university system.

Does management really want me to report?

We certainly do. In fact, we *need* you to report. You know what is going on at UNLV - both good and bad. You may have initial knowledge of an activity that may be cause for concern. Your reporting can minimize the potential negative impact on the university and our people. Also, offering positive input may help identify issues that can improve UNLV culture and performance.

Where do these reports go? Who can access them?

Reports are entered directly on the EthicsPoint secure server to prevent any possible breach in security. EthicsPoint makes these reports available only to specific individuals within the UNLV administration who are charged with evaluating the report, based on the type of violation and location of the incident. Each of these report recipients has had training in keeping these reports in the utmost confidence.

Isn't this system just an example of someone watching over me?

The EthicsPoint system concentrates on being a positive aspect of our overall philosophy, and allows us to assure a safe, secure, and ethical workplace. You are encouraged to seek guidance on ethical dilemmas, provide positive suggestions, or communicate a concern. Effective communication is critical in today's workplace and this is a great tool to enhance that communication.

We have carefully chosen the best reporting tool to meet our compliance obligations while maintaining a positive reporting environment.

Reporting Security & Confidentiality

It is my understanding that any report I send from a university computer generates a server log that shows every web-site that my PC connects with, and won't this log identify me as a report originator?

EthicsPoint does not generate or maintain any internal connection logs with IP addresses, so no information linking your PC to EthicsPoint is available. In fact, EthicsPoint is contractually committed not to pursue a reporter's identity.

If you feel uncomfortable making a report on your work PC, you have the option of using a PC outside our work environment (such as one located at an Internet café, at a friend's house, etc.) through the EthicsPoint secure website. Many people choose this option, as EthicsPoint's data shows that fewer than 12% of reports are generated during business hours.

Can I file a report from home and still remain anonymous?

A report from home, a neighbor's computer, or any Internet portal will remain secure and anonymous. An Internet portal never identifies a visitor by screen name and the EthicsPoint system strips away Internet addresses so that anonymity is totally maintained. Plus, EthicsPoint is contractually committed not to pursue a reporter's identity.

I am concerned that the information I provide EthicsPoint will ultimately reveal my identity. How can you assure me that will not happen?

The EthicsPoint system is designed to protect your anonymity. However, if you wish to remain anonymous, you - as a reporting party - need to ensure that the body of the report does not reveal your identity by accident. For example, "From my cube next to Jan Smith..." or "In my 33 years...".

Is the telephone toll-free hot line confidential and anonymous too?

Yes. You will be asked to provide the same information that you would provide in an Internet-based report and an interviewer will type your responses into the EthicsPoint Web site. These reports have the same security and confidentiality measures applied to them during delivery.

What if I want to be identified with my report?

There is a section in the report for identifying yourself, if you wish.

Tips & Best Practices

I am aware of some individuals involved with unethical conduct, but it doesn't affect me. Why should I bother reporting it?

UNLV chooses to promote ethical behavior. All unethical conduct, at any level, ultimately hurts the university and all employees, including you. You only have to consider what happened in recent corporate scandals to see the disastrous effects that a seemingly harmless lapse in ethics can have on an otherwise healthy company or community. So if you know of any incidents of misconduct or ethical violations, consider it your duty to yourself and your coworkers to report it.

I am not sure if what I have observed or heard is a violation of policy, or involves unethical conduct, but it just does not look right to me. What should I do?

File a report. EthicsPoint can help you prepare and file your report so it can be properly understood. We'd rather you report a situation that turns out to be harmless than let possible unethical behavior go unchecked because you weren't sure.

What if my boss or other managers are involved in a violation? Won't they get the report and start a cover-up?

The EthicsPoint system and report distribution are designed so that implicated parties are not notified or granted access to reports in which they have been named.

What if I remember something important about the incident after I file the report? Or what if the university has further questions for me concerning my report?

When you file a report at the EthicsPoint Web site or through the EthicsPoint Call Center, you receive a unique user name and are asked to choose a password. You can return to the EthicsPoint system again either by Internet or telephone and access the original report to add more detail or answer questions posed by a company representative and add further information that will help resolve open issues. We strongly suggest that you return to the site in the time specified to answer university questions. You and UNLV now have entered into an "anonymous dialogue," where situations are not only identified, but can also be resolved.

Are these follow-ups on reports as secure as the first one?

All EthicsPoint correspondences are held under the same confidentiality standards as the initial report, continuing under the umbrella of anonymity.

Can I still file a report if I don't have access to the Internet?

You can file an EthicsPoint report from any computer that can access the Internet. You can file from home. Many public locations, including the public library, have Internet computers. If you don't have access to or are uncomfortable using a computer, you can call the EthicsPoint toll-free hotline, which is available 24 hours a day, 365 days a year.

Where to Turn



WHERE TO TURN – Navigation Assistance available to Administrative and Academic Faculty when Personally Aggrieved, Subjected to Adverse Personnel Actions or as a Witness to Inappropriate or Prohibited Conduct

OFFICES THAT CAN HELP	<p>COMPLIANCE - The UNLV Office of Compliance was established to ensure compliance with various state and federal laws (federal regulations and related agency guidance) including but not limited to Title IX, EEO/AA laws and the Americans with Disabilities Act. The office is charged with all investigations into complaints of discrimination and/or sexual harassment, including but not limited to alleged violations of Title 4, Chapter 8 of the NSHE Code ("Chapter 8"). Call 895 – 4055.</p> <hr/> <p>EMPLOYEE RELATIONS – The Employee Relations group within Human Resources is available to help employees and supervisors understand avenues to address their issues, complaints or grievances- For administrative faculty, Employee Relations manages the peer review process for evaluation disputes. Call 895 – 5817.</p> <hr/> <p>FACULTY AFFAIRS - The Office of Faculty Affairs (OFA) is available to counsel employees and supervisors on the stages and filing of a conduct complaint under Title 2, Chapter 6 of the NSHE Code ("Chapter 6"). Additionally, OFA facilitates appointment of an ad hoc Administrative Code Officer (ACO), if necessary, and coordinates the disciplinary process in matters that may involve potential sanctions of Chapter 6 suspension, restitution or termination. Call 895 – 3496.</p> <hr/> <p>FACULTY SENATE - The UNLV grievance process and receipt of grievance materials is coordinated by the chair of the Faculty Senate. Additionally, the Chair and Senate staff is available to counsel employees about the grievance process and administrative processes that must be exhausted prior to using the grievance process. Call 895 – 3689.</p> <hr/> <p>OMBUDS - The UNLV Ombuds is an independent resource with a charter to help resolve issues related to workplace and academic environments through confidential individual assistance as well as through mediation of conflict between colleagues or between supervisors and employees. Call 895 – 1823.</p>
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<p>TYPES OF COMPLAINTS</p>	<p>DISCRIMINATION/HARASSMENT - UNLV is committed to preventing and eliminating discrimination or harassment as prohibited by state and federal laws including Title VI and Title VII of the Civil Rights Act, Title IX of the Education Amendments, and the Americans with Disabilities Act. UNLV is committed to eliminating and preventing any form of discrimination or harassment based on age, disability (including service-connected disabilities), sex (including pregnancy-related conditions), gender, military status or obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, color, or religion. Sexual harassment, whether as sexual assault, dating violence, domestic violence, stalking or coercion, are forms of discrimination and are illegal.</p> <hr/> <p>PROHIBITED CONDUCT BY FACULTY - Title 2, Chapter 6, Section 2 of the NSHE Code enumerates conduct which is "prohibited for all members of the faculty" (including academic and administrative faculty). Examples of prohibited conduct and activities include, but are not limited to, failure to perform the duties for which the faculty member is employed, incompetence or inefficiency, insubordination, dishonesty, unauthorized absence from duty or abuse of leave privileges, threats of violence, unlawful discrimination, unwelcome sexual advances, academic dishonesty, and inability or incapacity to perform duties due to mental or physical reasons.</p> <hr/> <p>ADVERSE PERSONNEL ACTIONS - Chapter 5 of the NSHE Code provides each academic and administrative faculty with rights, procedures and timelines in which to redress adverse personnel actions. The definition of "adverse personnel actions" include, but are not necessarily limited to, denial of a salary increase, denial of merit or disagreement with the amount of merit awarded, denial of promotion, non-reappointment and termination.</p>
<p>WHERE TO FILE*</p> <p>*All complaints can be made through EthicsPoints</p>	<p>COMPLAINTS RELATED TO DISCRIMINATION/HARASSMENT - File with your supervisor, the Office of Compliance, or with any Title IX Deputy Coordinator listed at: http://www.unlv.edu/compliance/titleIX</p> <hr/> <p>COMPLAINTS RELATED TO PROHIBITED CONDUCT BY FACULTY - Prohibited activities should, primarily, be reported to and addressed by the supervisor. If the supervisor is the one accused of committing the infraction, or if for any other reason, the infraction cannot be reported to the supervisor, report the conduct to the vice president, dean or director for that area.</p> <hr/> <p>COMPLAINTS RELATED TO ADVERSE PERSONNEL ACTION - Available administrative remedies include making a timely written request of reasons for any adverse personnel action and subsequent timely request for reconsideration. These requests would be filed with your supervisor. If you are not satisfied with the reason and/or reconsideration result, you can file a grievance through the Faculty Senate, in most cases.</p>
<p>WHAT HAPPENS ONCE YOU FILE</p>	<p>COMPLAINTS RELATED TO DISCRIMINATION/HARASSMENT - Filing with either your supervisor or one of the staff designated to receive your complaint begins a defined process, which is outlined in the NSHE Handbook, Title 4, Chapter 8, and Section 13. The UNLV Office of Compliance manages each investigation and ultimately recommends a disciplinary action. Management is responsible for the implementation of any warranted discipline or other appropriate actions to correct problems or remedy effects caused by the conduct.</p> <hr/> <p>COMPLAINTS RELATED TO PROHIBITED CONDUCT BY FACULTY - Vice presidents, deans, directors and equivalent position holder can issue disciplinary reprimands or warnings to administrative and academic faculty members under procedures stated in Section 6.6 of Chapter 6. If suspension, restitution or termination is a potential sanction, an ACO must be assigned to investigate the situation. ACO would act in coordination with the Vice Provost for Faculty Affairs. Appointment of ACO is done on a case by case assessment.</p> <hr/> <p>COMPLAINTS RELATED TO ADVERSE PERSONNEL ACTION - Your supervisor and the administrators above your supervisor are required to act within defined timeframes as outlined in Chapter 5 of the NSHE Code. Steps to be exhausted prior to filing a grievance include (1) filing a request for a statement of the reasons for the adverse</p>

	personnel action with the supervisor, then after receipt of the reason (2) filing a request for reconsideration. If you find the reconsideration result unacceptable, then a grievance can be filed, in most cases.
Disclaimer: This condensed information guide is intended to explain in a straightforward manner the processes you should follow if you think you have grounds for any of the actions described. This is a guidance document only and should not be relied upon exclusively. The guide should be read along with the relevant section of the NSHE Code, NSHE Handbook and/or UNLV Bylaws.	