

## **FREQUENTLY ASKED QUESTIONS:**

1) How do I know that I will remain anonymous, if I have chosen that option?

The EthicsPoint system provides the anonymity. For example, no email address or IP address is provided to University personnel. University personnel only receive what is written by the person making the report through the EthicsPoint system.

2) Once I file a report, who does it go to?

Reports are automatically routed to personnel in the President's Office, University Counsel, and Internal Audit.

3) What if the person I have a concern about is one of the individuals to whom reports are routed?

In that case, the system automatically sends the report to the other individuals who normally receive the reports; the person named does not receive notice of the report through the system.

4) Once the report is received, what is the process for looking into it and taking appropriate steps?

Once a report is received, it is sent to an appropriate person for review, information gathering, action (if necessary and appropriate), and a response.

5) Will I be contacted by anyone for follow up or further information?

You may be. A person who reports an issue through the EthicsPoint system should check back through the system to see if follow-up or further information is requested. Depending on the issue, additional information may be necessary for adequate or further University review or action.

6) How long will the process take?

The time involved depends on the issue and availability of information and personnel.

7) How will I know what the results are of looking into the situation I submitted?

Responses are provided through the EthicsPoint website.

8) What happens if I don't feel my concerns have been acted upon or addressed?

University personnel are available to receive and consider concerns. This does not change as a result of the presence of the EthicsPoint system. The individual can submit additional questions or issues to EthicsPoint or contact UNI personnel directly to express their concerns.