

Frequently Asked Questions About EthicsPoint

The following are frequently asked questions about EthicsPoint and the anonymous reporting process.

Q. What is EthicsPoint?

EthicsPoint is a secure and anonymous reporting system that helps employees and management work together to address misconduct, such as fraud, abuse, or policy violations, and supports a positive workplace culture.

Q: Can I report online or by phone?

Yes. EthicsPoint lets you choose the method that is most convenient for you, and both options allow you to report anonymously, if you choose to do so.

Q: Why does RIT use EthicsPoint?

EthicsPoint gives employees a safe, anonymous way of reporting concerns. It helps:

- Ensure multiple ways to speak up without fear of retaliation.
- Encourage open communication and a positive, ethical workplace.
- Protect RIT's resources by reducing risks and losses.

Q: Does RIT really want me to report concerns?

Yes, your voice matters. You may notice issues early and reporting them can help prevent bigger problems. Sharing concerns or even positive suggestions helps protect RIT and improve our community.

Q: Why should I report something I have seen? How does reporting help me?

Everyone deserves a respectful and ethical workplace. By reporting concerns, you help protect that environment for yourself and others. Ignoring misconduct can lead to significant consequences for the whole organization.

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Q: Can students and vendors use EthicsPoint to report concerns?

Yes. EthicsPoint is available to all members of the RIT Community, including students and vendors, to help support a safe and ethical environment.

Q: What kinds of issues should I report through EthicsPoint?

Use EthicsPoint to report concerns related to financial misconduct (such as fraud or accounting issues), internal controls, regulatory violations, or misuse of RIT resources. See “About EthicsPoint Reporting” for more complete list.

Q: Should I report concerns to my manager or use EthicsPoint?

Start by using regular channels, like your supervisor or Human Resources Business Partner, for issues with other members of the RIT community or personnel matters.

Immediately contact Public Safety in situations that threaten immediate harm to health or safety.

However, EthicsPoint is an excellent choice if:

- You want to remain anonymous.
- You are unsure to whom to report.
- Your report involves your manager or next-level supervisor.

EthicsPoint ensures your report reaches the right people and is confidential.

Q: Can I use EthicsPoint to report issues with my role, compensation, or problems with my supervisor?

No. Please discuss these types of concerns with your Human Resources Business Partner. EthicsPoint is not intended for these types of personnel matters.

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Q: Can I be identified if I report from an RIT computer or network?

No. EthicsPoint does not track IP addresses, computer IDs, or use cookies. Your report is protected with strong encryption, and RIT is legally prohibited from trying to identify you.

Q: Can I stay anonymous if I report from home or another computer?

Yes. Whether you report from home, a public computer, or any internet connection, your identity is protected. EthicsPoint does not track your location or device, and it is contractually committed to keeping your report anonymous.

Q: I am worried the details I include in my report may accidentally reveal who I am. How can I ensure that does not happen?

EthicsPoint is designed to protect your identity. However, if you wish to remain anonymous, be careful not to include personal details in your report, like your name, location, or job history, which could unintentionally identify you. It is important to note that anonymous reports can be more challenging to resolve by RIT.

Q: I am aware of unethical behavior, but it does not affect me. Why should I report it?

Unethical actions, even if they do not affect you directly, can harm the entire RIT community. Reporting helps protect the integrity of the Institute and prevents small issues from becoming serious problems.

Q: What if I am not sure whether something is a policy violation?

If something does not seem right, it is okay to report it. EthicsPoint will help you describe the situation clearly. It is better to speak up and be wrong than to stay silent and miss something important.

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Q: Who sees the reports I submit through EthicsPoint?

Reports go directly to EthicsPoint's secure system and shared on a need-to-know basis with trained RIT staff responsible for reviewing and resolving the issue.

Q: What if my boss or other managers are involved in the issue?

The reporting system is designed to keep reports away from anyone directly involved in the issue, including named individuals' coworkers and employees. If someone who normally manages these reports is involved, the report goes to higher-level officials instead. This helps prevent any cover-ups.

Q: What if I remember something important after I have already filed a report? Or what if RIT needs more information from me?

When you file a report, you get a unique username and choose a password. You can use these to log back into the system, online or by phone, to add more details or respond to follow-up questions. This creates a secure, anonymous way for you and the Institute to communicate and work toward resolving the issue.

Q: Are follow-up reports just as secure as the first one?

Yes. If you file anonymously, all follow-up messages are just as confidential and anonymous as your original report.

Q: What if I want to include my name with the report?

There is a section in the report where you can choose to identify yourself if you want to, but identifying yourself is not required to file a report. However, providing your name facilitates our ability to investigate the reported allegation thoroughly and obtain additional information, as needed. If shared, the reporter's identity is kept confidential.

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Q: Can I still file a report if I do not have Internet access?

Yes. If you do not have Internet or prefer not to use a computer, you can call the EthicsPoint toll-free hotline at **(866) 294-9358** or **(866) 294-9572 (TTY)**. It is available 24/7, every day of the year.

Q: Is the toll-free hotline also confidential and anonymous?

Yes. When you call, you will be asked the same questions as in the online form, and your answers will be typed into the secure EthicsPoint system. Your report will have the same privacy and security protections.