

# How to File a Report

**What is the Webster University Hotline:** The Hotline is your anonymous and confidential reporting tool to communicate potential misconduct and promote a positive work environment. Addressing misconduct and other concerns in the work place early on will help minimize negative issues and financial impact on the community.

**What to Report:** The Hotline is designed to accept reports for the following type of concerns.

1. Financial matters relating to accounting or internal control issues, fraud, theft or other financial issues.
2. Regulatory matters relating to confidentially issues, falsification of reports or other issues.
3. Information technology matters relating to the inappropriate use of technology or misuse of technology resources.

If you are uncertain if a situation violates policy, is illegal or constitutes harassment or discrimination, please use the Hotline to obtain clarification. We would much rather have you report than let potential problems go unchecked.

However, the Hotline should not be used for immediate threats to life or property. These types of reports should be directed to the Director of Public Safety, 314-968-7130. Nor is the Hotline the appropriate format for academic issues. Potential academic misconduct should be reported to the Associate Vice President of Academic Affairs, 314-968-6910. Also, issues related to on-campus housing and living should be reported to the Associate Vice President and Dean of Students, 314-968-6980.

**How to File a Report:** Reporting is as easy as 1-2-3.

1. **Access the Hotline**
2. **Complete a report**
3. **Follow-up on your report**

The Hotline is carefully designed to maintain your confidentiality and anonymity at every step. Step-by-step instructions guide you to help ensure that you do not inadvertently compromise its safeguards.

**Step 1: Access the Hotline:** The Hotline is operated by EthicsPoint, Inc., an independent company. EthicsPoint operates both an independent web site, [www.ethicspoint.com](http://www.ethicspoint.com), and a toll free number hotline number 1-866-294-9371. Both options are designed to help you file a complete report and maintain your anonymity.

<b>Webster University Network</b>	<b>Public Internet</b>	<b>Toll-Free Phone</b>
Click on the link located on the University web site. You will automatically be linked to your EthicsPoint's secure landing page.	From any computer having Internet access (home, public library, neighbor, etc.), go to <a href="http://www.ethicspoint.com">www.ethicspoint.com</a> and click on "File a Report".	Call your EthicsPoint toll-free hotline at <b>1-866-294-9371</b> . A compliance specialist will assist you in entering your report into the EthicsPoint system.

**Step 2: Complete a Report:** Following the on-screen or compliance specialist's instructions please complete a report, being as thorough as you can.

1. Specify what kind of report you'd like to make from the available choices.
2. Please read or listen to the anonymity information very carefully. It helps to ensure that you do not compromise your identity during the reporting process.
3. You will now complete the report, providing information about the incident, including:
  - **Who:** persons engaged in the incident, including titles;
  - **What:** what specifically occurred;
  - **Where:** the location of the incident; and
  - **When:** the time and duration of the incident.
4. Next, you will be asked to create a password. Then the EthicsPoint system will generate an identification code called a "Report Key." Write them both down, and keep them in a safe place. You will need them to follow-up later, or if you ever want to review or amend your report.

**Step 3: Follow-Up:** Within a few business days after you complete your report, please return to the EthicsPoint system to see the University response, follow-up questions or requests.

1. Reconnect with the EthicsPoint system using any of the three channels of communication: **University Intranet, Public Internet, or Toll-Free Phone.**
2. This time click on (or ask to perform) a Follow-Up.
3. Provide your Report Key and Password.
4. You can now elect to review report details, respond to questions, and add information.
  - To review your report, just click "Review Report Details" or ask the compliance specialist.
  - You will be told if the University has entered questions about your report. Answer the questions verbally or by typing in the question boxes and click "Submit".
  - You can add information to the report verbally or by using the "Submit New Information" box.
5. If you have agreed to participate in an EthicsChat, click "Join a Chat" at the specified time. Type your comments into the field at the bottom of the window and click "Submit."

*An EthicsChat is a real-time communication between you and a University representative to clarify details and answer questions. Like the rest of the EthicsPoint system, it is confidential and anonymous.*
6. You may return regularly to review your report, answer questions, and add information.