

Frequently Asked Questions

General Questions

What kinds of concerns should I report? You should report any situation or College employee conduct you believe violates a law, regulation, government contract or grant requirement, or College policy. (But use 911 for emergencies!) You do not need to know the exact law or requirement, or be certain a violation has occurred or will occur. If you suspect something is wrong, the better course of action is always to report it. Examples of issues to report include theft; wage, benefit, or hours abuses; discrimination or sexual harassment; misuse of College property, or equipment; violation of safety rules; OSHA or environmental abuse concerns; conflicts of interest; and intentional misuse of the College's network or computers. Select a college campus location on the reporting Web homepage, and click on the violation categories which appear on the following page for a more complete list of issues.

What are my other reporting options? Frequently, the best place to raise a concern or ask a question is within your own department or unit through ordinary supervisory or departmental channels. Many college campuses and units also have identified a specific person to handle questions or reports about something you think may be wrong. You may also be able to raise your concern with specific College offices established to handle certain types of issues. See "[Other Reporting Options and Resources](#)" on the Web homepage for more.

What happens when I call the toll-free number? You will be greeted by an EthicsPoint call center staff person. You will be asked to provide the same information that you would provide if you were using the online report form. The interviewer will type your responses into the system and use that to generate an electronic report. These electronic reports have the same security and confidentiality protections as a report that you would enter directly online.

I have documentation to support my concern. What should I do with it? If your documentation is in an electronic format, you may upload it to your online report. Select your campus location, violation category and violation description. After you select a violation, you will be directed to a Report Form. Use the link "[Click here to upload files](#)" that appears toward the end of the Report Form. If you make a report by telephone or have documentation that cannot be uploaded, you should indicate in your report that you have documentation that you haven't included. The College official handling the report will contact you about how to submit the information. (See "[Can I continue to provide information to the College after I've filed a report and remain anonymous?](#)")

How can I follow up on a report I've made? When you file a report, either by calling the toll-free number or by submitting a report online, you will receive a unique username and be asked to choose a password. **You will need to retain these to return to a report you previously filed.** To follow up on a report over the phone, call the toll free number again and tell the interviewer that you are following up on a report. You will be asked for your username and unique password. To follow up on a report over the internet, go to www.ethicspoint.com, chose "File a New or Follow-up on a Report," enter "Utah College of Applied Technology" in the organization name field, click on the "Follow up on a Report" button, and enter your username and password. This will take you to the report you previously filed and a link to "Post a Follow-Up Note" or "Upload File."

If I come across additional information or concerns, who should I contact? You can always add additional information to your original report (see "[How can I follow up on a report I've made?](#)"). The College official handling the report will be alerted that you have amended your report and will review any new information. If you have provided your name and are contacted by the College official handling the report, then communicate any further information or concerns directly to that official.

What are my responsibilities in making a report or in an investigation? You are expected be acting in "good faith" in making a report. This means that you provide information you know or suspect is true. You are also expected to cooperate in any investigation that may arise as a result of a report. Depending upon the allegations in your report, this could include discussions with you. All College employees are expected to be truthful and candid during any investigation of illegal or wrongful conduct. Indeed, providing information known to be false or intentionally misleading, either in a report or during the course of an investigation, is a serious matter that could result in discipline or termination.

How long will the investigation take? The length of the investigation depends upon many factors, such as the complexity of the issue, the number of people involved, the nature and extent of documents or other evidence involved, and the urgency of the matter. If you return to the Web homepage to follow-up on a report, you should receive an initial response within 5-7 business days.

How can I find out about the status of any investigation about my report? If you have reported anonymously, you may post a request for an update. (see "[How can I follow up on a report I've made?](#)"). If you have provided your name, and have been contacted directly by a College official looking into your report, you should communicate directly with that official to determine the best method to learn about the status.

Will I be told about the details about an investigation or its outcome/result? In most cases, you will be told whether your reported issue was investigated, and whether it was resolved. There are, however, legal and other restrictions on what information the College is allowed to provide. For example, you may not be told about actions taken against a College employee or student as a result of your allegation because that information may be deemed "private" under applicable law. You also may not be told information that is deemed to be legally privileged or otherwise confidential.

What should I do if I feel I am being retaliated against for making the report? The College prohibits retaliation for making good faith reports. If you believe you are the victim of retaliation for making a report, or have concerns about retaliation, contact the Internal Auditor at 801-456-7404.

I'm a Student. What should I report here? If you are a student employee and your concern relates to an issue connected with your employment, you should file a report here. If you have concerns about misconduct involving College staff, faculty, volunteers, or other College representatives; or any other concerns about the safety of College facilities, you should select the appropriate category to file a report.

What not to report here If you are a student and have a concern relating to cheating by another student or the student conduct code, grades, behavior of another student, or are otherwise not sure where to report your concern, see the "[Other Reporting Options and Resources](#)" link on the Web homepage for more choices.