

More on Anonymous and Confidential Reporting

Can I make a truly anonymous report? Yes. This reporting service is provided by an independent company called EthicsPoint. EthicsPoint provides phone and Web reporting services to organizations across the country. EthicsPoint does not trace phone calls. EthicsPoint does not generate or maintain internal connection logs with IP addresses, so no information linking your computer to EthicsPoint is available. Reports from your computer come through a secure internet portal. The internet portal does not trace or show user screen names, and EthicsPoint removes internet addresses so that anonymity in the EthicsPoint system is maintained.

Why would I identify myself in a report? Your report and identity are still confidential, even if you identify yourself. There are many good reasons to provide your contact information to the College official handling a report by self-identifying. For example, if you are concerned about retaliation, the College will be able to direct specific support to you to ensure you are protected in the event your identity becomes known. The College may have additional questions in order to fully investigate your report, may need to provide you with additional information, or may need you to help explain information contained in your report to ensure the issue is fully resolved.

Where does my report go? Who at the College sees my report? All reports are made available to the College's Internal Auditor and the Chair of the Trustees Audit Committee. In addition, reports are communicated to specific College Campus officials based upon the details of the report. Reports are categorized by campus location, allegation category (e.g., "Financial and Accounting," "Human Resources") and particular allegation type (e.g., "theft," "discrimination"). Each of these locations, categories, and types has a particular person or persons pre-identified to receive and handle such reports. The College Campus officer handling the report is then able to share the report or parts of the report with others at the College Campus who may need to see it for investigation or for work-related purposes. The identity of a reporter will remain confidential. (See also "[How will my confidentiality be protected?](#)")

Will anyone outside the College see my report? Reports may be made available to other persons, agencies or organizations that have a statutory or other legal authority to gain access, for example to comply with a court order or subpoena.

If I file a report anonymously, will anyone at the College ever learn my identity? The College will not learn your identity from EthicsPoint if you file an anonymous report. In some circumstances, however, your identity may nevertheless become apparent. For example, this may occur where the particular facts of a report suggest that it must have come from one person, or the reporter's identity becomes clear during the course of investigating the report. In all cases, the College forbids retaliation based upon making a good faith report and provides resources to assist reporters concerned about retaliation.

How will my confidentiality be protected? If you report a good faith concern about a legal violation and want to remain confidential, your identity is considered to be private and must be protected. This means your identity may be disclosed only to those people at the College who need the information to do their jobs, to investigate and resolve your allegation, or where another law or policy allows disclosure (for example a court subpoena or criminal investigation).

Will my supervisor be told about the allegation? Who else in my unit might find out? Your supervisor may or may not be told about your allegation, depending upon the particular circumstances of your report. In most cases, leadership within the department or unit where the wrongdoing is alleged to have occurred will be notified, as well as others who may have a need to know parts of a report in order to do their jobs or assist in any investigation. This notice typically includes general information about the nature of the allegation. This is necessary in many cases because employees in the unit or department may be interviewed, asked for documents, or otherwise involved in an investigation. In some cases, a supervisor may not be told about an allegation until an initial investigation has taken place, documents or evidence secured, or other actions are taken to ensure the matter is fully investigated and resolved.

My report will say that a co-worker or supervisor is doing something wrong. Will that person learn I am the source of the report? This depends in some degree upon the specifics of your allegation, and whether you report anonymously. If you are reporting an incident that was observed by several people, or where documents or physical evidence exists (even if you don't have the evidence yourself), the College may be able to fully investigate the matter without revealing you as the reporter. If, for example, no documents or other evidence exists to support an allegation other than your report, the College may be unable to further investigate the matter or to impose disciplinary action unless you come forward. In these cases, the College will work with you to provide you with appropriate resources and protection to assure you will not be treated unfairly for having raised a good faith concern in the event your identity is made known.

Can I continue to provide information to the College after I've filed a report and remain anonymous? Yes. The reporting service allows you to continue to communicate anonymously with the College about a report if you chose to do so. You may receive and submit questions, answers, or electronic records through EthicsPoint. You may request to schedule an online chat with the College, or you may post and receive messages.

Who can I talk to about making a report or this reporting service? The College has a variety of resources you may want to consider about where and how and whether to make a report. A list of offices that handle reports is listed under the link "[Other Reporting Resources](#)" on the Web homepage. You may call those offices directly. As another option, you may contact the Internal Auditor at 801-456-7404.