



**ethics·point**  
integrity at work

## Frequently Asked Questions

### **Q. What is Ethicspoint®?**

Ethicspoint® is a comprehensive and anonymous Internet and telephone based reporting tool that assists the University and its employees and community members to work together to address fraud, abuse, misconduct, and other violations in the workplace, while helping to cultivate a positive work environment.

### **Q. May I report using either the Internet or the telephone?**

Yes you may. By giving you choices, Ethicspoint helps ensure that our employees community members can file a report anonymously and in the manner most comfortable or convenient to them.

### **Q. It is my understanding that any report I send from a University computer generates a server log that shows every web-site that my PC connects with, and won't this log identify me as a report originator?**

Ethicspoint does not generate or maintain any internal connection logs with IP addresses so no information linking your PC to Ethicspoint is available. Industry trends indicate that fewer than 12% of reports are generated during business hours, most people prefer to report from the comfort of their home after hours and on the weekend.

### **Q. Can I file a report from home and still remain anonymous?**

A report from home, a neighbor's computer, or any Internet portal will remain secure and anonymous. An Internet portal never identifies a visitor by screen name and the Ethicspoint system strips away Internet addresses so that anonymity is totally maintained. Plus, both the University and Ethicspoint are contractually committed not to pursue a reporter's identity.

### **Q. I am concerned that the information I provide Ethicspoint will ultimately reveal my identity. How can you assure me that will not happen?**

The Ethicspoint® system is designed to protect your anonymity. However, you as a reporting party need to ensure that the body of the report does not reveal your identity by accident, for example, "From my cube next to Jan Smith..." or "In my 33 years...".

### **Q. I am not sure what I have observed or heard is a violation of University policy, or involves unethical conduct, but it just does not look right to me. What should I do?**

File a report. Ethicspoint® will help you prepare and file your report so it can be properly understood. We'd rather you reported a situation that turned out to be harmless than let possible unethical behavior go unchecked because you weren't sure.

### **Q. What if my boss or other managers are involved in a violation? Won't they get the report and start a cover-up?**

The Ethicspoint® system and report distribution are designed so that no report is ever shared with implicated parties, their peers or their subordinates. There are protocols for appropriately handling even those reports implicating high-level employees; these include providing the report

to the Chair of the Audit Committee of the Board of Trustees. This will help to eliminate cover-ups by any implicated individual.

**Q. What if I remember something important about the incident after I filed the report? Or what if the University has further questions for me concerning my report?**

When you file a report at the Ethicspoint Web site or via our international toll-free number, you receive a unique user name and are asked to choose a password. You can return to the Ethicspoint system again either by Internet or telephone and access the original report to answer questions posed by the University representative and add further information that would help resolve the open issues. We strongly suggest that you return to the site in 48 hours to answer any University questions. You and the University can enter into an "anonymous dialogue" where situations are not only identified but can be resolved, no matter how complex.

**Q. Are these follow-on reports as secure as the first one?**

All Ethicspoint correspondence is held in the same strict confidence as the initial report.

**Q. What if I want to be identified with my report?**

There is a section in the report for identifying yourself, if you wish.

**Q. Can I still file a report if I don't have access to the Internet?**

You can file an Ethicspoint® report from any computer that can access the Internet. You can file from home. Many public locations, including the public library, have Internet computers. If you don't have access or are uncomfortable using a computer, you can call the Ethicspoint toll-free hotline (877-254-1698) toll free, which is available 24 hours a day, 365 days a year.

**Q. Is the telephone toll-free hot line confidential and anonymous too?**

Yes. You will be asked to provide the same information that you would provide in an Internet-based report and an interviewer will type your responses into the Ethicspoint Web site. These reports have the same security and confidentiality measures applied to them during delivery.