



**Q. What is EthicsPoint?**

EthicsPoint is a comprehensive and confidential reporting tool administered by a 3<sup>rd</sup> Party Vendor to assist the administration and employees to work together to address fraud, abuse, and misconduct in the workplace, all while cultivating a positive work environment.

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

Yes. You may file a report anonymously and in the manner most comfortable or convenient to you.

**Q. Why does the University need a system like EthicsPoint?**

- By creating open channels of communication, we can promote a positive work environment.
- An effective reporting system can be our most useful tool in reducing losses due to fraud and abuse.

**Q. Does the administration really want me to report?**

We certainly do. You know what is going on in your University - both good and bad. You may have initial knowledge of an activity that may be cause for concern. Your reporting can minimize the potential negative impact on the University and its employees. Also, offering positive input may help identify issues that need to be addressed which can improve the University.

**Q. Why should I report what I know? What's in it for me?**

We all have the right to work in a positive environment and with that right comes the responsibility of acting in an ethical manner and letting the appropriate people know if someone is not acting appropriately. By working together, we can maintain a healthy and productive environment. Misconduct can threaten the livelihood of the entire University.

**Q. What type of situations should I report?**

EthicsPoint is a communications tool providing an avenue for sharing information of any kind. General reporting types are: Accounting & Financial; Research; Human Resources; Athletics; Risk & Safety Matters; and Information Technology.

**Q. If I see a violation, shouldn't I just report it to my manager, Campus Security, or Human Resources and let them deal with it?**

You certainly can, but there are several good reasons why you should use EthicsPoint as well. First, EthicsPoint ensures that your report gets to the appropriate people. That may or may not happen if you simply report something to your manager, especially when dealing with issues not under his/her control. More importantly, reports can be filed anonymously and all report information is secure and held in the strictest confidence.

**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. With fewer than 12% of reports 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. The EthicsPoint system strips away Internet addresses so that anonymity is totally maintained. Plus, the University and EthicsPoint is 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: Isn't this system just an example of someone watching over me?**

The EthicsPoint system concentrates on being a positive aspect of the University's overall philosophy, and allows us to assure a safe, secure, and ethical workplace. You are encouraged to seek guidance on ethical dilemmas, provide positive suggestions, or communicate a concern. Effective communication is critical in today's workplace and this is a great tool to enhance that communication. The University has carefully chosen EthicsPoint to partner with providing the best confidential reporting tool.

**Q. I am aware of some individuals involved with unethical conduct, but it doesn't affect me. Why should I bother reporting it?**

The University chooses to promote ethical behavior. All unethical conduct, at any level, ultimately hurts the University and all employees, including you.

**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?**

Consider talking with your supervisor, the appropriate departmental areas or Human Resources to see if the situation should be addressed. However, if you are uncomfortable using existing reporting methods, you are encouraged to file a report. We'd rather you report a situation that turns out to be harmless than let possible unethical behavior go unchecked because you weren't sure.

**Q. Where do these reports go? Who can access them?**

Reports are entered directly on the EthicsPoint secure server to prevent any possible breach in security. EthicsPoint makes these reports available only to specific individuals within the University who are charged with evaluating the type of violation and location of the incident. Each of these report recipients has had training in keeping these reports confidential.

**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 implicated parties are not notified or granted access to reports they have been named in.

**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 through the EthicsPoint Call Center, 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 a company representative and add further information that will help resolve open issues. We strongly suggest that you return to the site in the time specified to answer questions. You and the University now have entered into an "anonymous dialogue" where situations are not only identified but can be resolved, no matter how complex.

**Q. What happens if I do not remember my Report key or Password?**

Your Report Key and Password cannot be reissued if forgotten. Please keep a record of your assigned Report Key and Password. Remember, if these items are lost you will not be able to access your report to check on its status, respond to comments or post additional information. If you actually lose your Report key or Password, you would have to resubmit your report and indicate in your comments that the report is a duplicate previously filed due to a lost Report Key or Password information.

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

All EthicsPoint correspondences are held in the same strict confidence as the initial report, continuing under the umbrella of anonymity.

**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?**

Yes. If you don't have access to the internet or are uncomfortable using a computer, you can still call the EthicsPoint toll-free hotline at 1-866-384-4277 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.