



What is the EthicsPoint Reporting System?

EthicsPoint is a comprehensive and confidential reporting tool to assist the administration and employees to work together to address fraud, abuse, and misconduct in the workplace. EthicsPoint has created an effective reporting system that is instrumental in managing enterprise risk. The EthicsPoint Reporting System provides individuals at all levels in the University with the appropriate tools and information for reporting, investigating, and resolving issues in a timely, cost-efficient manner.

What should I report?

Situations, events or actions by individuals or groups that you believe carry a negative impact on the University’s well-being or are detrimental to morale, productivity, or personal safety should be reported. Please remember, however, that frivolous or unfounded reports do not help foster a positive workplace.

If you are uncertain if a situation violates University policy, is considered illegal or constitutes harassment or discrimination, please use EthicsPoint to obtain clarification. We would much rather have you ask than let potential problems go unchecked. ***However, EthicsPoint should not be used for immediate threats to life or property. These types of reports should be directed to Campus Security at 631-5555 or to the Tulsa Police Department through dialing 911.***

How do I file a report?

EthicsPoint is designed to maintain your confidentiality and anonymity. The following step-by-step instructions will guide you through the processes available to submit a report:

Step 1: Access EthicsPoint to report:

Use any one of these three convenient channels of communication:

Company Network	Public Internet	Toll-Free Phone
Go to www.utulsa.edu website. Select Faculty/Staff tab and then click on the EthicsPoint link located on the left hand side. You will be connected to EthicsPoint landing page.	From any computer having Internet access (home, public library, neighbor, etc.), go to www.ethicspoint.com and click on "File a new report"	Call your EthicsPoint toll-free hotline at 1-866-384-4277. An intake specialist will assist you with entering your report into the EthicsPoint system.

Step 2: Complete a Report:

Follow the on-screen or intake specialist’s instructions to complete a report.

1. Choose a report category.
2. You can remain anonymous.
3. Complete the report, providing information about the incident, including:
 - a. *Who*: Person(s) engaged in the incident, including titles
 - b. *What*: Incident(s) specifically occurred
 - c. *Where*: Location of the incident
 - d. *When*: Time and duration of the incident



4. Next, you will be asked to create a password. The EthicsPoint system will generate a unique 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:

5-6 business days after you complete your report, you can return to the EthicsPoint system to see if the University has posted any follow-up questions or requests.

1. Reconnect with the EthicsPoint system using any of the three channels: **TU’s Intranet, Public Internet, or Toll-Free Phone.**
2. Click on (or ask to perform) “Follow-up an existing report.”
3. Provide your Report Key and Password.
4. You can now elect to review report details, respond to questions, and add information.
 - a. To review your report, click “Review Report Details” or ask the intake specialist.
 - b. 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.”
 - c. 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.”
6. You may return regularly to review your report, answer questions, and add information.

**EthicsChat is a real-time communication between you and a company representative to clarify details and answer questions. Like the rest of the EthicsPoint system, it is confidential and anonymous.*