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About EthicsPoint

What is EthicsPoint?

EthicsPoint is a comprehensive and confidential reporting tool that will assist Faculty and Staff in working together with Management to address fraud, abuse and other workplace misconduct.

Why do we need a system like EthicsPoint?

- We believe that you, our Faculty and Staff, are our most important asset. By creating open channels of communication, we can promote a positive work environment and maximize productivity.
- This reporting system will augment other efforts at the College to foster a culture of integrity and ethical decision-making.

Reporting – General

May I report using either the Internet or the telephone?

Yes. With EthicsPoint, you have the ability to file a confidential, anonymous report via either the telephone or the Internet.

What type of situations should I report?

The EthicsPoint system is designed for employees to report any violation of federal or state law, College policy or other questionable conduct.

If I see a violation, shouldn't I just report it to my manager, security, or human resources and let them deal with it?

When you observe some behavior that you believe violates a law or College policy, we expect you to report it. Ideally, you should bring any concerns forward to your immediate supervisor or other member of the College's management team. We recognize, however, that there may be times when you are not comfortable reporting the issue in this manner. It is for this reason that we have partnered with EthicsPoint. We would rather you report anonymously than not at all.

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 work environment.



Does management really want me to report?

We certainly do. In fact, we *need* you to report. You know what is happening on our Campus - both good and bad. You may have initial knowledge of an activity that may be cause for concern. Your report could minimize the potential negative impact on the College and other employees. Also, offering positive input may help us identify issues that could improve the culture and performance of the College.

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 to specific College officials who are charged with evaluating the report based on the type of violation and location of the incident.

Isn't this system just an example of someone watching over me?

The EthicsPoint system offers an additional reporting venue in support of our overall philosophy and commitment to providing 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.

We have carefully chosen this reporting tool to meet our compliance obligations while maintaining a positive reporting environment.

Reporting Security & Confidentiality

It is my understanding that any report I send from a College 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. In fact, EthicsPoint is contractually obligated not to pursue a reporter's identity.

If you feel uncomfortable submitting a report through your office PC, you may choose to log on to EthicsPoint's secure website from another location such as an Internet café or a friend's house. EthicsPoint's data shows that many people choose not to report from work as fewer than 12% of reports are generated during regular business hours.

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.

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 also need to ensure that your report does not accidentally reveal your identity by avoiding phrases like "from my cube next to Jan Smith" or "in my 33 years."



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.

What if I want to be identified with my report?

There is a section in the report to identify yourself if you wish.

Tips & Best Practices

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

Our College chooses to promote ethical behavior. All unethical conduct, at any level, ultimately hurts the College and its employees, including you. You only have to consider what happened in recent corporate scandals to see the disastrous effects that a seemingly harmless lapse in ethics can have on an otherwise healthy organization. So if you know of any incidents of misconduct or ethical violations, consider it your duty to yourself and your coworkers to report it.

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

File a report. EthicsPoint can help you prepare and file your report so it can be properly understood. 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.

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 in which they have been named.

What if I remember something important about the incident after I file the report? Or what if the College has further questions for me concerning my report?

When you file a report through EthicsPoint's Web site or Call Center, you will receive a unique user name and are asked to choose a password. You can then return to the EthicsPoint system later (either by Internet or telephone) and access the original report to add more detail or answer questions posed by a College representative. This creates an opportunity for you and the College to share additional information that may help resolve the matter reported. We strongly suggest that you return to the site in the timeframe specified to answer any questions. Through EthicsPoint, you and a College Representative also have the ability to enter into an "anonymous dialogue" or chat session to discuss complex situations or issues.

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.



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. 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 877-310-0415 which is available 24 hours a day, 365 days a year.