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About EthicsPoint

What is EthicsPoint?

EthicsPoint is a comprehensive and confidential reporting tool to assist management and employees to work together to address fraud, abuse, and other misconduct in the workplace, all while cultivating a positive work environment.

Why does the District need a system like EthicsPoint?

- The District's employees and students are its most important assets; by creating open channels of communication, the District can promote a positive work and educational environment and maximize productivity.

The District believes that a system like EthicsPoint provides employees and students with a confidential and anonymous reporting system, which augments its efforts to foster a culture of honesty, ethical decision-making and educational integrity.



Reporting – General

May I report using either the Internet or the telephone?

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

What type of situations should I report?

The EthicsPoint system is designed for employees and students to report any violation of the District's Code of Ethics and Student code of conduct, or other concerns you may have.

If I see a violation, shouldn't I just report it to the administration, police services, or human resources and let them deal with it?

Ideally, you should bring any concerns forward to the District administration. The District recognizes however, that there may be circumstances when you are not comfortable coming forward to report an issue. It is for such circumstances that the District has partnered with EthicsPoint to provide you with an independent confidential and anonymous reporting medium. The District would rather you report confidentially than keep the information to yourself.

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

Everyone has the right to work and study in a positive environment, but with that right is the responsibility of acting in an ethical manner and alerting the appropriate people when you suspect a wrongdoing. Misconducts can threaten the livelihood of an entire organization, but by working together, we can maintain a healthy and productive environment.

Does management really want me to report?

The District certainly does. You may have initial knowledge of an activity that may be cause for concern. Your reporting can minimize the potential negative impact on the District and its employees and students. Also, offering positive input may help identify issues that can improve the District's culture and performance.

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 District who are charged with evaluating the report, based on the type of violation and location of the incident. Each of these report recipients have been train to keep these reports in the utmost confidence.



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

The EthicsPoint system concentrates on being a positive aspect of the District's overall philosophy, and allows the assurance of a safe, secure, and ethical environment. You are encouraged to seek guidance on ethical dilemmas, provide positive suggestions, or communicate any concerns to the administration. Effective communication is critical in today's educational environment and this is a great tool to enhance that communication.

The District has carefully chosen the best reporting tool to meet its compliance obligations while maintaining a positive reporting environment.



Reporting Security, Confidentiality and Anonymity

I am concerned that the information I provide to 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, if you wish to remain anonymous, you - as a reporting party - need to ensure that the body of the report does not accidentally reveal your identity. For example do not use descriptive statements, like "From my cube next to Jan Smith..." or "In my 33 years...", in your report.

Is the telephone toll-free hotline confidential and anonymous too?

Yes. The telephone and web-based reporting functionalities have the same security and confidentiality measures applied to them. The only difference is that when reporting via telephone an interviewer is present asking you to provide the same information that you would have provided on the web-based report while typing your responses into the EthicsPoint Web site.

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 completely maintained. Plus, EthicsPoint is contractually committed not to pursue a reporter's identity.

It is my understanding that any report I send from a District 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 committed not to pursue a reporter's identity.

If you feel uncomfortable making a report via your work PC, you have the option of connecting to the EthicsPoint secure website using a PC outside the District environment (such as one located at an Internet café, at a friend's house, etc.).

What if I want to be identified with my report?

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



Tips & Best Practices

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

The District chooses to promote ethical behaviors. Unethical conducts, at any level, ultimately have a negative impact on the District, its employees and students, including you. You only have to consider scandals reported in recent news articles to see the disastrous effects that a seemingly harmless lapse in ethical values can have on an otherwise healthy organization. So if you are aware of any incidents of misconduct or ethical violations, consider it your duty- to yourself and the District community- to report it.

I am not sure if what I have observed or heard is a violation of the Districts 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 and investigated. It is preferred that you report a situation that turns out to be harmless than let possible unethical behaviors go unchecked.

What if my supervisor 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 District has further questions for me concerning my report?

When you file a report via the EthicsPoint Web site or the EthicsPoint Call Center, you receive a unique username and are asked to create a password. You can return to the EthicsPoint system again either by Internet or telephone and access the original report to add more clarifying detail, include additional information that will help resolve open issues, or answer questions posed by a District representative. It is strongly advised that you access and review your case frequently, so that you can help answer any District questions. Please note that you and the District will continue an "anonymous and confidential dialogue" as the District researches and requires additional information, and any information provided is key to the District and will be used to understand and resolve the issue, no matter how complex.

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.



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

If you don't have access or are uncomfortable using a computer, you can call the EthicsPoint toll-free hotline 855-433-9922 which is available 24 hours a day, 365 days a year. In order to file an EthicsPoint report via the computer, you have to have internet access. You can file a report from home or at any public computers, including the public library, with Internet access.