



**Q: What is EthicsPoint?**

EthicsPoint is a comprehensive and confidential reporting tool to assist faculty, staff, and students work together to address issues or concerns related to such matters as fraud, abuse, and misconduct that threaten the institution's values and ethics.

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

Yes. EthicsPoint ensures that you can file a report anonymously and in the manner most comfortable or convenient for you.

**Q. Why do we need a system like EthicsPoint?**

- We value our faculty, staff and students and by creating open channels of communication, we can promote a positive environment.
- An effective reporting system can be our most useful tool in reducing losses due to fraud and abuse, and in protecting our population from unethical behavior.

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

Yes. Your reporting can minimize the potential negative impact on others and contribute to improved institutional culture and performance.

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

We all have the right to pursue our daily activities in a positive environment, and with that right comes the responsibility of acting in an ethical manner and letting the appropriate people know. By working together, we can maintain a healthy and productive environment.

**Q. Should I report if it doesn't directly affect me?**

It needs to be reported to support our institutional values, to promote ethical behavior, and for the safety and welfare of everyone. If you know of any incidents of misconduct or ethical violations, you should consider it your duty to yourself and others to report it.

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

You certainly can, but EthicsPoint ensures that your report gets to the appropriate people, quickly and anonymously. All reports are secure and held in the strictest confidence.

**Q. It is my understanding that any report I send from a Stetson 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. History has shown that most people prefer to report from 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, 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. I am not sure what I have observed or heard is a violation of policy, or if it involves unethical conduct; but it just doesn't look right to me. What should I do?**

File a report any way. EthicsPoint can coach you through the process. 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 the Chair of the Board of Trustees' Audit Committee, the President, and Vice President for Business Services and CFO, with copy to the Associate Vice President of Human Resources. Each of these report recipients is accountable for keeping these reports in the utmost confidence, and in managing further action steps to the highest level of confidentiality as possible during an ensuing investigation.

**Q. What if a professor, supervisor, administrator or colleague is involved in a violation? Could they stop the report?**

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.

**Q. What if I remember something important about the incident after I filed the report? Or what if the company 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, to access the original report and answer questions posed by a Stetson representative, or simply to add further information that will help resolve open issues.

**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.

**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?**

If you don't have access, or are uncomfortable using a computer, you can call the EthicsPoint toll-free Hotline at **888-447-8649** 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.