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About EthicsPoint

What is EthicsPoint?

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

Why do we need a system like EthicsPoint?

Villanova University is an institution with strong values of community, responsibility and integrity. As a community, we hold ourselves to the high standards set forth in our Mission Statement, University policies and the Student Code of Conduct. An effective reporting system supports all of the University's efforts to promote a positive work and learning environment.

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.

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 University policy, we expect you to report it. Ideally, you should bring any concerns forward to those University officials responsible under the policy. We recognize, however, that there may be circumstances when you are not comfortable reporting the issue in this manner. It is for such circumstances that we have partnered with EthicsPoint. We would rather you report anonymously than keep the information to yourself. While you may choose to file an anonymous report, please know that by not revealing your name, it may hamper the University's ability to investigate or resolve your complaint.

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

> We all have the expectation of working and learning in a positive environment and with that comes the responsibility of acting in an ethical manner and letting the appropriate people know if someone is not acting in accordance with our standards. By working together, we can maintain a healthy and productive community environment.

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 report, based on the type of violation and location of the incident. Each of these report recipients has had training in keeping these reports in the utmost confidence.

Reporting Security & Confidentiality

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. In fact, EthicsPoint is contractually committed to not pursue a reporter's identity.

If you feel uncomfortable making a report on your work PC, you have the option of using a PC outside our work environment (such as one located at an Internet café, at a friend's house, etc.) through the EthicsPoint secure website. Many people choose this option, as EthicsPoint's data shows that fewer than 12% of reports are generated during business hours. You may also use the telephone toll free hotline at 855-236-1443.

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 to not pursue a reporter's identity.

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, if you wish to remain anonymous, 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…"

Is the telephone toll-free hotline 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 website. 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 for identifying 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 University chooses to promote ethical behavior. All unethical conduct, at any level, ultimately hurts the University and all employees and students, including you. You only have to look in the news to see the harmful effects that a lapse in ethics can have on an otherwise reputable institution. So if you know of any incidents of misconduct or ethical violations, consider it your duty to yourself and the University community to report it.

I am not sure if 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?

Tell your supervisor or other appropriate University official. If you do not feel comfortable doing that, file a report through EthicsPoint. 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 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 University has further questions for me concerning my report?

When you file a report at the EthicsPoint website or through the EthicsPoint Call Center, you receive a unique username 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 add more detail or answer questions posed by a University 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 any University 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.

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?

You can file an EthicsPoint report from any computer that can access the Internet. You can file from home. 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 855-236-1443, which is available 24 hours a day, 365 days a year.