



## **WHAT IS ETHICSPPOINT?**

EthicsPoint is a comprehensive and confidential reporting tool created by NAVEX to assist Palm Beach Atlantic University in addressing concerns in the workplace.

## **WHY DO WE NEED A SYSTEM LIKE ETHICSPPOINT?**

PBA is committed to promoting a culture of ethical conduct and adherence to law and policy and provides several channels for staff, faculty, students and others outside our community to report concerns. While we recommend that you report your concerns directly to your supervisor or the Office of Human Resources, we understand that in certain circumstances you may wish to remain anonymous. The EthicsPoint tool enables you to communicate issues and concerns associated with unethical or illegal activities while maintaining your anonymity and confidentiality.

## **WHAT TYPES OF SITUATIONS SHOULD I REPORT?**

The EthicsPoint tool should be used for situations, events, or actions by individuals or groups you believe are illegal or unethical, that negatively impact PBA's reputation and financial well-being, or are detrimental to productivity or personal safety.

## **ARE THERE ANY SITUATIONS THAT SHOULD NOT BE REPORTED THROUGH ETHICSPPOINT?**

EthicsPoint is not a 911 or emergency services. Do not use the EthicsPoint tool to report events presenting an immediate threat to life or property or another emergency. Reports submitted through the hotline may not receive an immediate response. If you require emergency assistance, please call 911.

Non-Academic Student Conduct Matters should be reported to Student Accountability.

Faculty, staff, and students who have questions or concerns related to academic integrity may consider contacting the Provost to discuss options.

## **WHY SHOULD I REPORT WHAT I KNOW?**

We all have the right to work and participate in classes in a positive environment. 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 environment.

## **DO PBA OFFICIALS REALLY WANT ME TO REPORT?**

We certainly do. In fact, we need you to report. You know what is going on at PBA. You may have initial knowledge of an activity that may be cause for concern. Your reporting can minimize the potential negative impact on PBA and our community. Also, offering positive input may help identify issues that can improve and promote a positive work environment.

## **HOW DO I FILE A REPORT?**

EthicsPoint is available 24 hours a day, 365 days a year. You can file a confidential, anonymous report by phone or online.

If you call the hotline number, a specially trained EthicsPoint phone representative will walk you through the reporting process. EthicsPoint representatives are fluent in several languages.

Whether you file your report via phone or online, you will be asked to describe the concern with as much detail as possible, including when and where the incident occurred and who was involved.

***Once you complete your report, you will receive a unique report key and the ability to create your own password. This information enables you to return to the EthicsPoint system—either by Internet or by phone—to access your report.***

#### **WHAT HAPPENS AFTER I FILE MY REPORT?**

PBA ensures that reports submitted through EthicsPoint will be given careful attention and handled promptly and discretely. No retaliatory action will be taken against anyone for reporting or inquiring in good faith about potential breaches of PBA policies, regulations, or for seeking guidance on how to handle your concerns. The process is designed to maintain your anonymity if you so desire.

#### **HOW DO I FOLLOW UP WITH MORE INFORMATION OR HEAR ABOUT THE OUTCOME OF A REPORT?**

By using your report key and password, you can access your report in EthicsPoint throughout the investigation process—from initial review through resolution and closure. It is important that you check the system regularly for updates. The university may reach out to you through EthicsPoint to ask questions or request further information to aid their investigation.

Unless you choose to identify yourself, all interactions within EthicsPoint will remain anonymous.

Please note that the results of our investigations are confidential to protect reporters and other individuals providing information to the investigation. However, if upon closure of a report you continue observe inappropriate behavior, we encourage you to submit an additional report.

#### **AM I REQUIRED TO IDENTIFY MYSELF?**

No. You do not have to reveal your identity. However, our ability to investigate and address concerns might be limited for certain types of reports if you do not want your identity known.

#### **CAN THE ETHICSPPOINT REPORT BE TRACED BACK TO ME?**

No. You may submit your report from any internet portal (work, home, or public computer), and the EthicsPoint system strips away IP addresses to maintain complete anonymity. EthicsPoint does not generate or maintain any internal connection logs with IP addresses, so no information linking your computer to EthicsPoint is available. Similarly, phone calls made to an EthicsPoint representative are not traced or recorded.

## **WHAT PROTECTION DO I HAVE WHEN I REPORT?**

PBA strictly prohibits retaliation against any member of its community for reporting or inquiring in good faith about suspected wrongful or unlawful activity or participating in an investigation or proceeding relating to such activity.

Reports will be managed as promptly and discreetly as possible, with facts made available only to those who need to know to investigate and resolve the matter. EthicsPoint and PBA are committed to safeguard individuals who submit reports.

## **DOES ETHICSPPOINT REPLACE EXISTING REPORTING CHANNELS?**

EthicsPoint supplements the many existing reporting channels at Palm Beach Atlantic University. Ideally, you should report any concerns to your direct supervisor or the Office of Human Resources so that possible violations of policy or law can be addressed promptly and appropriately. We recognize, however, that there may be circumstances when you are not comfortable reporting an issue in this manner. We would rather you report anonymously through EthicsPoint than keep the information to yourself.

## **WHERE DO REPORTS GO? WHO CAN ACCESS THEM?**

Reports are entered directly on the EthicsPoint secure server and are made available only to specific individuals within the university. PBA's Title IX Coordinator is the primary point of contact, and the Vice President of Human Resources is the secondary point of contact. These two university employees are committed to maintaining the utmost confidence and discretion. Similarly, EthicsPoint staff are trained and committed to ensuring that no report is ever shared with implicated parties, their peers, or subordinates.

## **WHAT IF MY SUPERVISOR OR OTHER MANAGER ENGAGES IN THE VIOLATION? WILL THEY GET A COPY OF THE REPORT?**

No, any individual identified in a report will not receive system notification or have access to the report.

## **ARE THERE CONFIDENTIALITY PROTECTIONS REGARDING THE PERSON A REPORT IS ABOUT?**

The investigator maintains confidentiality throughout the investigative process to the extent that they can do so while completing their review. All reports are shared with the minimum number of individuals necessary to complete the investigation, and all individuals involved are apprised of the confidential nature of these reports. All reports are treated as allegations only. No actions will be taken before conclusion of an investigation unless temporary measures are necessary to address immediate institutional concerns as to personal safety or the protection of property.

## **IF I SUBMIT CREDIBLE EVIDENCE OF WRONGDOING THAT RESULTS IN A FORMAL REVIEW, HOW LONG WILL THE REVIEW TAKE?**

The length of the review process depends upon many factors, such as the complexity of the issue, the number of individuals involved and interviews to be conducted, the nature and extent of documents or other evidence that must be obtained and analyzed, and the urgency of the matter. PBA recommends you follow up on the report you made using your passcode key as additional information may be needed. University officials will communicate with you through EthicsPoint and can provide you with an estimated completion date.