About EthicsPoint

What is EthicsPoint?

> EthicsPoint is a comprehensive and confidential reporting tool used to assist the College community to work together to address fraud, abuse, and other misconduct, while cultivating a positive environment.

Why do we need a system like EthicsPoint?

- We believe that our students and our employees are our most important asset. By creating open channels of communication, we can promote a positive environment and maximize student, employee, and institutional success.

- An effective reporting system will augment our other efforts 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 students and employees to report any violation of our policies, or related concerns.

If I see a violation, shouldn't I just report it to my professor or to an administrator (if I'm a student) or to my manager or human resources (if I'm an employee) and let them deal with it?

When you observe some behavior that you believe violates our policies, we expect you to report it. You may still bring any concerns forward to the appropriate College officials. 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 suspected violations anonymously than keep the information to yourself.

Does the College really want me to report?

We certainly do. In fact, we *need* you to report. You know what is going on in our campus - both good and bad. You may have initial knowledge of an activity that may be cause for concern. Your reporting can minimize the potential negative impact on the College and our community.

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 College 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

If I submit a report from a company computer that generates a server log showing every website that my PC connects with, will this log identify me as a report originator?

EthicsPoint <u>does not generate or maintain</u> 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 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.

Can I file a report from home and still remain anonymous?

A report from home, a neighbor's computer, or any Internet portal will be secure and anonymous. An Internet portal does not identify a visitor by screen name. The EthicsPoint system strips away Internet addresses so that anonymity is maintained. EthicsPoint is contractually committed not to pursue a reporter's identity.

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 to or are uncomfortable using a computer, you can call the EthicsPoint toll-free hotline, which is available 24 hours a day, 365 days a year.

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 or dorm room next to Jan Smith…" or "In my 33 years…".

Is the telephone toll-free hot line confidential and anonymous?

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 procedures 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?

The College chooses to promote ethical behavior. All unethical conduct, at any level, ultimately hurts our community, including you.

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 my professor is 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 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 and access the original report to add more detail or answer questions posed by a College 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 College questions, if any. You and the College now have entered into an "anonymous dialogue," where situations are not only identified, but can also be resolved under certain circumstances.

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.