About EthicsPoint

What is EthicsPoint?

EthicsPoint is a comprehensive reporting tool to assist the KU community in working together to prevent wrongdoing and promote "rightdoing" across the institution. This system is administered by a third party to allow for anonymous reporting.

Reporting – General

May I report using either the Internet or the telephone?

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

Does the university really want me to report?

We certainly do. In fact, we *need* you to report. You may have initial knowledge of an activity that may be cause for concern. Your reporting can <u>minimize</u> the potential negative impact on the entire university community. Also, offering positive input may help identify issues that can make KU even better.

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 responsible for evaluating applicable reports.

Reporting – Security

It is my understanding that any report I send from a computer generates a server log that shows every website that my computer connects with, and won't 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 computer to EthicsPoint is available. In fact, EthicsPoint is contractually committed not to pursue a reporter's identity.

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 maintained. Plus, EthicsPoint is contractually committed not to 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 (e.g., "From my office next to John Doe…" or "In my 33 years…").

Is the telephone toll-free hot line anonymous, too?

Yes, it can be anonymous if you wish. 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 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.

Follow-up

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 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 university representative that will help resolve open issues. We strongly suggest that you return to the site in the time specified to answer any university questions.

Are these follow-ups on reports as secure as the first one?

All EthicsPoint correspondences are handled in the same way as the initial report.