

# EthicsPoint Hotline

## EXCLUSIONS

College of Western Idaho (CWI) is committed to conducting its affairs ethically and in compliance with applicable laws and regulations, as well as institutional policies. CWI's Policy Manual contains guidelines for conducting the affairs of the College with the highest standard of ethics and integrity through the Codes of Conduct and Ethics policies.

CWI has partnered with EthicsPoint to provide an anonymous avenue for submitting reports related to violations stated in the College's Code of Conduct and Policies and Procedures, asking for related guidance, and providing positive suggestions. While all reports of concerns regarding possible fraud or ethics violations will be reviewed, this service is not suitable for all issues as indicated below.

### **EthicsPoint should NOT be used for:**

#### ***Emergency Services***

- Events presenting an immediate threat to life or property or requiring medical assistance should be reported to 911 or Campus Security at 208.562.3333.

#### ***Business Office***

- Concerns related to payroll, such as incorrect deductions or reported/calculated hours should be directed to the Business Office.

#### ***Human Resources***

- Matters related to salary placement, performance reviews, progressive counseling, and/or disciplinary matters, demotion, suspension, termination for cause, non-renewal of employment, or matters covered by other policies and procedures including claims of discrimination, harassment, or retaliation should be directed to Human Resources.

Guidelines and procedures for handling the above matters can be found in the College's Policy Manual or discussed with the Compliance Contact assigned to the specific area or department for which you have questions or need information about, listed on this webpage.

If you have any questions regarding the use of EthicsPoint, please see more information on the EthicsPoint FAQ link, or contact Risk Management at [riskmanagement@cwidi.edu](mailto:riskmanagement@cwidi.edu) or 208.562.3419.