

# Frequently Asked Questions

## **What is EthicsPoint?**

EthicsPoint is a comprehensive and confidential reporting tool that allows faculty, staff and students to formally report instances of fraud, abuse or other misconduct. Reports can be made anonymously or with the reporter's name attached.

## **Why do we need a system like EthicsPoint?**

CSU is committed to promoting ethical conduct throughout the campus community. Providing a way for community members to report misconduct anonymously is one part of an ethics and compliance program.

## **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 all members of the campus community to make good faith reports of misconduct, including financial misconduct, research non-compliance, athletic non-compliance, discrimination, or other violations of law or University policy.

## **If I see a violation, shouldn't I just report it to a professor, my supervisor, security, or human resources and let them deal with it?**

You are welcome to make reports of misconduct directly to the University administrator responsible for the program area in which you believe misconduct occurred, or, if you are an employee, to your supervisor. You may also wish to make a direct report to:

1. The Office of General Counsel ([www.csuohio.edu/general-counsel/general-counsel](http://www.csuohio.edu/general-counsel/general-counsel));
2. The Office of University Compliance (<http://www.csuohio.edu/compliance/compliance>);
3. The Department of Audits ([www.csuohio.edu/audits/audits](http://www.csuohio.edu/audits/audits));
4. The Office for Institutional Equity ([www.csuohio.edu/offices/affirmativeaction](http://www.csuohio.edu/offices/affirmativeaction)), if the wrongful conduct involves harassment or discrimination; or
5. The CSU Police Department ([www.csuohio.edu/police/police](http://www.csuohio.edu/police/police)), if the wrongful conduct is potentially criminal conduct.

However, there may be times 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.

**I am not sure if what I have observed or heard is a violation of law or University policy, 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.

**Where do these reports go? Who can access them?**

Reports (including reports received by telephone) are entered directly on the EthicsPoint secure server to prevent any possible breach in security. They are forwarded to the Office of University Compliance to determine the appropriate office to investigate the complaint. No complaint will be forwarded to the person or people named in the complaint.

**Will the University be able to determine who I am if I choose to report anonymously?**

EthicsPoint does not generate or maintain any internal connection logs with IP addresses, so no information linking your PC to EthicsPoint is available if you choose to report on-line. In fact, EthicsPoint is contractually committed not to pursue a reporter's identity. Similarly, the call center does not use caller ID and does not track phone calls.

**Why would I want to give my name when I report?**

Investigations are sometimes more effective if the investigator knows who the reporter is and can follow up with him or her. You should be aware, however, that CSU is a public institution subject to Ohio's public records law. Protected disclosures and investigatory records will be kept confidential to the extent possible, consistent with that law, but there may be times we cannot protect your identity if you choose to give your name. The Office of General Counsel will determine when to release any records generated as a result of a report through EthicsPoint.

**Am I protected from retaliation by the person I am reporting?**

University policy prohibits retaliation against anyone who makes a good faith report of wrongful conduct.

**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 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 the person investigating the report and add further information that will help resolve open issues. These follow up communications are as secure as the initial report.