

[About EthicsPoint](#)

[Reporting – General](#)

[Reporting Security & Confidentiality](#)

[Tips & Best Practices](#)

About EthicsPoint

What is EthicsPoint?

EthicsPoint is a comprehensive and confidential reporting tool created by NAVEX Global.

Why do we need a system like EthicsPoint?

It provides a way for anyone to confidentially and anonymously report a violation of the AMS Policy on a Welcoming Environment.

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 participants to report any violation of the AMS's Policy on a Welcoming Environment.

If I see a violation, shouldn't I just report it to whoever is in charge of the activity?

When you observe some behavior that you believe violates the AMS's Policy on a Welcoming Environment, you are encouraged to report it. Ideally, you should bring any concerns forward to whoever is in charge of the activity or another member of AMS management. The AMS recognizes, however, that there may be circumstances when you are not comfortable reporting the issue in this manner. It is for such circumstances that AMS has partnered with EthicsPoint. AMS would rather you report anonymously than keep the information to yourself.

Why should I report what I know? What's in it for me?

We all have the right to an environment that is free of harassment and 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 welcoming environment.

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 AMS who are charged with evaluating the report, based on the type of violation and location of the incident.

Reporting Security & Confidentiality

It is my understanding that any report I send from my computer may generate a server log that shows every web-site that my computer connects with. Doesn't this have the potential of identifying me as a report originator?

EthicsPoint does not generate or maintain 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.

If you feel uncomfortable making a report on your personal computer, you have the option of using a public computer (such as one located at an Internet café, at a friend's house, etc.) through the EthicsPoint secure website.

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.

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

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 for identifying yourself, if you wish.

Tips & Best Practices

I am not sure if what I have observed or heard is a violation of the AMS Policy on a Welcoming Environment, 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. The AMS would rather you report a situation that turns out to be harmless than let possible unwelcoming behavior go unchecked because you weren't sure.

What if those authorized to receive reports are involved in a violation? Won't they get the report and start a cover-up?

The EthicsPoint system and its method for distributing reports 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 company 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 company 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 company questions.

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.

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. 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.