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About EthicsPoint

What is EthicsPoint?

EthicsPoint is a comprehensive and private reporting tool created by NAVEX Global that Regis is using to assist community members to work together to prevent fraud, abuse, and other misconduct on campus.

Why do we need a system like EthicsPoint?

EthicsPoint provides additional channels of communication within the community, which can help solve problems. Further, an effective reporting system will augment other Regis 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 private, anonymous report via either the telephone or the Internet.

What type of situations should I report?

The EthicsPoint system is designed for community members and others to report any incident truly believed to be a violation of Regis standards or to report another good faith concern you may have.

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

When you observe behavior that you truly believe violates Regis standards, Regis expects you to report it. You may bring any concerns forward to any Regis representative e.g. an advisor, faculty member, Student Affairs or Residence Life representative, a supervisor, and/or the Offices of Human Resources, Student Affairs, Finance and Business, Risk Management, or Campus Police. Regis recognizes, however, that there may be circumstances when you are not comfortable reporting the issue in this manner. It is for such circumstances that Regis has partnered with EthicsPoint. Regis would rather you report than keep the information to yourself.

Why should I report what I know?

Regis is committed to maintaining a healthy and productive working and learning environment. Institutional misconduct can threaten the integrity of that environment and in some cases, which could include sexual harassment or discrimination, misconduct could have legal consequences.

Does Regis really want me to report?

Regis certainly does. In fact, Regis needs you to report. You may have initial knowledge of an activity that may be cause for concern. Your reporting can minimize the potential negative impact on students, faculty, staff, and the institution.

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 administrators within Regis who are charged with evaluating the report based on the type of violation and the location of the incident.

Reporting Security & Privacy

It is my understanding that any report I send from a Regis computer generates a server log that shows every web site that my computer connects with, and won't this log identify 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 a Regis computer, you have the option of using a computer outside the Regis environment (such as one located at your home, an Internet café, or at a friend's house, etc.) to make a report through the EthicsPoint secure web site.

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

A report from Regis, your 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 totally maintained. Plus, EthicsPoint is contractually committed not to pursue a reporter's identity.

If I decide to report anonymously, 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, you should avoid language such as "In my chemistry lab sitting next to Jan Smith..." or "In my 13 years...".

Is the telephone toll-free hotline private 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 privacy measures as applied to reports submitted via the web site. You have the option of sharing your identity which will be held private on a strict need-to-know basis.

What if I want to be identified with my report?

There is a section in the report for identifying yourself. Your identity is held private by the relevant Regis administrator on a strict need-to-know basis.

Tips & Best Practices

I am aware of some individuals involved in unethical conduct, but it doesn't affect me. Why should I report?

Regis chooses to promote ethical behavior. All unethical conduct, at any level, ultimately hurts the community, including you. If you know of any incidents of misconduct or ethical violations, your report will benefit the community as a whole.

I am not sure if what I have observed or heard is a violation of Regis policy, or involves unethical conduct, but it just does not look right to me. What should I do?

File a report. Regis would rather you make an honest, good faith report about a situation that turns out to be harmless rather than let possible unethical behavior go unchecked.

What if my supervisor, instructor, or other administrator is involved in a violation?

The EthicsPoint system is 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 Regis has further questions for me concerning my report?

When you file a report at the EthicsPoint web site or through the EthicsPoint hotline, you receive a unique user name and are asked to choose a password. Using those credentials, 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 Regis administrator.

Are these follow-ups as secure as the initial report?

All EthicsPoint follow-up correspondence is held in the same private, strict need-to-know, manner as the initial report, and will maintain anonymity where the initial report was submitted anonymously.