

FREQUENTLY ASKED QUESTIONS

What is EthicsPoint?

EthicsPoint is a comprehensive and confidential reporting tool created by NAVEX Global to assist organizations in addressing fraud, abuse, and other misconduct in the workplace.

We believe an effective reporting system will supplement our other efforts to foster a culture of integrity and ethical decision-making.

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. The website is: www.gonzaga.ethicspoint.com and the telephone number is: 1-855-888-9237.

What type of situations should I report?

We want to encourage all members of the Gonzaga community to report issues of concern. When possible, concerns should be brought forward to your direct supervisor, Human Resources, or your area vice president. We recognize, however, there may be circumstances when you are not comfortable reporting the issue in this manner. It is for such circumstances we have partnered with EthicsPoint. The EthicsPoint system is designed for employees to report various issues of misconduct as outlined on the webpage www.gonzaga.ethicspoint.com.

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 Gonzaga who are charged with evaluating the report, based on the type of violation and location of the incident. Each of these report recipients has had training in keeping these reports in the utmost confidence.

If I make a report on a Gonzaga computer, will it generate a server log which can identify me as the report originator?

EthicsPoint does not generate or maintain any internal connection logs with IP addresses, so no information linking your PC 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 work computer, you have the option of using a computer outside our work environment through the EthicsPoint secure website.

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

Yes. You will be asked to provide the same information 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.

What if I remember something important about the incident after I file the report? Or what if Gonzaga 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 which will help resolve open issues. We strongly suggest you return to the site in the time specified to answer questions. You and Gonzaga now have entered into an "anonymous dialogue," where situations are not only identified, but can also be resolved, no matter how complex.

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.

Where can I find out about Gonzaga Policies and Procedures?

The *Gonzaga University Policies and Procedures Manual* can be found at: www.gonzaga.edu/ppm

The *Student Handbook* can be found at: www.gonzaga.edu/studenthandbook