

GVSU Anonymous Reporting

Our Commitment

Grand Valley State University values honesty, fairness, and openness in its actions, transactions, and communications. The value we place on integrity underscores our intention to be trustworthy, dependable, and adhere to legal and regulatory requirements; we aspire to set an example for others in our words and actions. As members of the Grand Valley community we hold ourselves accountable to each other, the institution, and the broader public that we serve. University policies support our mission, vision and values.

Grand Valley is committed to providing an environment in which individuals feel comfortable reporting unethical, illegal or inappropriate behavior directly to University officials. For those who prefer to report anonymously, the University provides an Anonymous Reporting service hosted by EthicsPoint, a third-party provider. If you choose, the information you provide to EthicsPoint will be relayed to the University in a format that protects your anonymity. We are committed to protecting individuals who submit good faith reports and retaliation will not be tolerated.

Grand Valley State University takes all concerns seriously and will investigate each report. After filing a report, please return to the reporting website or call the toll-free number in not more than 6 business days. To access an existing report, you must have the report key provided by EthicsPoint and the password you created during your initial contact. It is important that you follow up in case additional information is necessary to conduct a thorough investigation. You may continue to remain anonymous throughout the process.

General Information

The Anonymous Reporting website is hosted on EthicsPoint's secure servers and is not part of the Grand Valley State University website system.

EthicsPoint is NOT a 911 or Emergency Service. Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please call 911.

How to Submit a Report

1. Reports may be submitted by phone or online. The service is available 24 hours per day, 7 days per week, 365 days per year.
2. To make a report by phone (toll-free), call EthicsPoint at **855-799-8302**.
3. To submit a report online, go to the [EthicsPoint URL](#) designated for GVSU reports.
4. After you complete your report you will be assigned a unique code called a "report key." Record your report key and password and keep them in a safe place. In not more than 6 business days, use your report key and password to check your report for feedback or questions (by phone or online). You may also access your report at any time to ask questions or provide additional information.
5. If you need additional assistance with submitting a report, please contact the GVSU Legal, Compliance and Risk Management Division at (616) 331-2067.

Frequently Asked Questions

Does this service take the place of other University reporting systems?

No. The University chooses to provide the EthicsPoint system as an additional option so that individuals who feel most comfortable reporting anonymously through a third-party system may do so.

Do I have to submit a report anonymously?

No, the choice of whether to submit the report anonymously is up to you. The system is designed to protect your anonymity, if this is the option you prefer. (However, if you wish to remain anonymous, be sure that the report narrative doesn't disclose your identity by specifying details such as your office number or room number.) There are sections in the report form for identifying yourself should you choose to do so. Both options are acceptable.

If I submit an online report, won't some type of server log be generated that could identify me as a report originator?

EthicsPoint does not generate or maintain any internal connect logs with IP addresses, so no information linking your computer/device to EthicsPoint is available. The Internet portal never identifies a visitor by screen name and the EthicsPoint system strips away Internet addresses so that anonymity is maintained. In fact, EthicsPoint is contractually committed not to pursue a reporter's identity.

Can I make an anonymous report by telephone?

Yes. Reports submitted by phone are afforded equivalent protective measures. A trained interviewer from the EthicsPoint Call Center (not a University staff member) will ask the same questions as those contained in an online form and type your responses into the report form. Both types of reports protect anonymity.

What will happen after I submit my report?

EthicsPoint will alert the designated University official in the Legal, Compliance and Risk Management Division that a new report has been submitted. The official will review your report and assign it to one of a select group of "Case Managers" based on the incident type. The assigned Case Manager will be responsible for taking the steps required to evaluate, investigate and address your concern.

Why should I report? What if I'm not directly involved or I'm unsure whether something should be reported?

We all have the right to learn, work and live in a positive environment, and with that right comes the responsibility of acting in an ethical manner and letting University officials know if someone is not acting appropriately. By working together, we can maintain an environment that reflects the University intention to operate with integrity. All concerns matter; all reports can make a difference. Please consider reporting as an obligation to yourself and the University community.