

[About EthicsPoint](#)

[Reporting – General](#)

[Reporting Security & Confidentiality](#)

[Tips & Best Practices](#)

About EthicsPoint

What is EthicsPoint?

EthicsPoint is a comprehensive and confidential reporting tool to assist our volunteer and staff leaders and our Active members to work together to ensure our chapter's operate ethically and appropriately, all while cultivating a healthy and safe chapter environment.

Why do we need a system like EthicsPoint?

- We believe that our members are our most important asset. By creating open channels of communication, we can promote a positive environment and maximize leadership opportunities while ensuring safety.
- Zeta Psi chooses to have an anonymous reporting vehicle to address compliance issues directly to our International Headquarters so that the staff can help keep our chapters operating safely and properly.
- An effective reporting system will augment our other 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 confidential, anonymous report via either the telephone or the Internet.

What type of situations should I report?

The EthicsPoint system is designed for new members, Active members, Elders, Guests of our chapters, parents, and neighbors to report any violation of our stated policies, or other concern you may have.

If I see a violation, shouldn't I just report it to a chapter officer or an Elder?

When you observe some behavior that you believe violates our policies or is dangerous, we expect you to report it. Ideally, you should bring any concerns forward to the appropriate chapter officer or Elder. We recognize, however, that there may be circumstances when you are not comfortable reporting the issue in this manner or perhaps you already tried that path without satisfactory results. It is for such circumstances that we have partnered with EthicsPoint. We 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 responsibility of acting in an ethical manner and letting the appropriate people know if someone is not acting appropriately. By cooperating together, we can maintain a healthy and safe environment. Misconduct can threaten our members, guests, chapters, and the entire fraternity.

Does Zeta Psi really want me to report?

We certainly do. In fact, we need you to report. You know what is going on in our fraternity - both good and bad. You may have initial knowledge of an activity that may be cause for concern. Your reporting can minimize the potential negative impact on your Brothers. Also, offering positive input may help identify issues that can improve Zeta Psi and its chapters.

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 Zeta Psi 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.

Isn't this system just an example of someone watching over me?

The EthicsPoint system concentrates on being a positive aspect of our overall philosophy, and allows us to assure a safe, secure, and ethical fraternity experience. You are encouraged to seek guidance on ethical dilemmas, provide positive suggestions, or communicate a concern. Effective communication is critical in today's society and this is a great tool to enhance that communication. It's also great professional experience, because these systems are common in the types of companies that graduating Zetes accept job offers.

We have carefully chosen the best reporting tool to improve our compliance obligations while maintaining a positive reporting environment.

Reporting Security & Confidentiality

It is my understanding that any report I send from a computer generates a server log that shows every web-site that my PC 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 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 PC, you have the option of using a PC outside the chapter (such as one located at an Internet café, the campus library or a friend's house, etc.) through the EthicsPoint secure website. Many people choose this option.

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

A report from 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.

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, "From my window I look directly at the kitchen..." or "My big brother, who served as my pledge educator...."....

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 aware of some individuals involved with unethical conduct, but it doesn't affect me. Why should I bother reporting it?

Our fraternity chooses to promote ethical behavior. All unethical conduct, at any level, ultimately hurts all of us, including you. You only have to consider what happened in recent fraternity crises to see the disastrous effects that a seemingly harmless lapse in behavior can have on an otherwise healthy fraternity chapter. So if you know of any incidents of misconduct or violations, consider it your duty to yourself and your Brothers to report it.

I am not sure if what I have observed or heard is a violation of Zeta Psi policy, or involves unethical conduct, 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 improper behavior go unchecked because you weren't sure.

What if my chapter leaders are involved in a violation? Won't they get the report and start a cover-up?

The EthicsPoint system and report distribution 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 fraternity representatives 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 questions. You and the fraternity 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.