

## About EthicsPoint

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# About EthicsPoint

## **What is EthicsPoint?**

EthicsPoint is a comprehensive and confidential reporting tool created by NAVEX Global to assist management and employees work together in addressing fraud, abuse, and other misconduct in the workplace, all while cultivating a positive work environment.

## **Why do we need a system like EthicsPoint?**

An effective reporting system will augment our other efforts to foster a culture of integrity and ethical decision-making. Reporting allows UB to investigate and address situations that negatively impact the University community.

# 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 employees to report any violation of our policies or other ethical concerns you may have.

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

Ideally, you should bring any concerns forward to your direct manager, or other member of our management team. We recognize, however, that there may be circumstances when you are not comfortable reporting the issue in this manner. 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 right to work in a positive environment 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 healthy and productive environment.

### **Does UB really want me to report?**

Yes. Ethical conduct is the most important core value of the UB community. Unethical conduct hurts our community, including our faculty, staff, and students. If you are aware of misconduct or ethical violations, UB wants to know about those concerns and determine how best to address them.

### **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 University 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.

### **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. We strongly encourage you to 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 UB representative. Adding further information will help resolve open issues and ensure an adequate resolution to the concerns raised.

## **Reporting Security & Confidentiality**

### **How does EthicsPoint maintain anonymity?**

The EthicsPoint system is designed to protect your anonymity. 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 PC, you have the option of using a PC outside our work environment through the EthicsPoint secure website. Many people choose this option, as EthicsPoint's data shows that fewer than 12% of reports are generated during business hours. It is important to use a secure Internet connection to ensure complete anonymity.

### **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.