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## About EthicsPoint

### What is EthicsPoint?

EthicsPoint is a comprehensive and confidential reporting tool created by NAVEX Global to assist the American Astronomical Society to address harassment and unethical behavior at its meetings, events and in the day-to-day professional life of its members.

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

- We believe that by creating open channels of communication, we can promote a positive professional climate at our events and in our profession..
- An effective reporting system will augment our other efforts to foster a culture of integrity and ethical decision-making.
- We are a small organization and using EthicsPoint is a cost-effective way for the AAS to fulfill its values and respond to our members in a timely, professional way.

# Reporting – General

## May I report using either the Internet or the telephone?

Yes. With EthicsPoint, you have the ability to file a confidential report via either the telephone or the Internet.

## What type of situations should I report?

The EthicsPoint system is designed for anyone, but especially AAS members or event participants to report any violation of our policies, or other concerns you may have. Of greatest importance for the Society are reports of violations of our anti-harassment policy or code of ethics, but we welcome other reports as well although we may not be able to take action on reports of issues that fall outside of our policies.

## Why should I report what I know? What's in it for me?

We all have the right to a professional environment free of harassment and to consistent with the AAS Code of Ethics. AAS Members and conference attendees must agree to both of these policies before joining or renewing their membership and before registering for an AAS event. By working together, we can maintain a healthy and productive professional environment.

## Does Society governance and management really want me to report?

We certainly do. In fact, we *need* you to report. You know what is going on at our events and in our profession - both good and bad. You may have knowledge of an activity that may be cause for concern. Your reporting can minimize the potential negative impact to yourself and others. Also, offering positive input may help identify issues that can improve our professional culture and performance as an organization.

## 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 Society 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.



## Tips & Best Practices

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

The American Astronomical Society chooses to promote ethical behavior. All unethical conduct, at any level, ultimately hurts our profession, including you. You only have to consider what happened in recent corporate scandals to see the disastrous effects that a seemingly harmless lapse in ethics can have on an otherwise healthy organization. So if you know of any incidents of harassment or ethical violations, consider it your duty to yourself and your colleagues to report it.

**I am not sure if what I have observed or heard is an example of harassment, 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 unethical behavior go unchecked because you weren't sure.

**What if I remember something important about the incident after I file the report? Or what if the Society 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 report key 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 that will help resolve open issues. We strongly suggest that you return to the site in the time specified to answer questions from the Society if you are not contacted ahead of time.

**Are these follow-ups on reports as secure as the first one?**

All EthicsPoint correspondence is held in the same strict confidence as the initial report.

**Can I still file a report if I don't have access to the Internet?**

You can file an EthicsPoint report from any computer that can access the Internet. You can file from home. Many public locations, including the public library, have Internet computers. If you don't have access to or are uncomfortable using a computer, you can call the EthicsPoint toll-free hotline, which is available 24 hours a day, 365 days a year.