

Hotline FAQs

1. What is EthicsPoint?

EthicsPoint is an independent third-party provider of hotline services. The University Hotline website is hosted externally on EthicsPoint's servers. The EthicsPoint telephone call service is handled by trained specialists who will help document the information related to your concern.

2. What types of complaints can be reported to the University Hotline?

Concerns regarding possible noncompliance with government or external agency regulations, university policies, errors or irregularities in Wichita State's financial accounting practices, non-emergency potentially illegal activity and unethical behavior can be reported to the University Hotline.

3. When should I call or submit a report through the University Hotline?

You may call the University Hotline if you feel uncomfortable with the recommended processes for reporting concerns, if other mechanisms are not successful in addressing your issue or concern, or if you would like to submit your complaint or report anonymously.

4. 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.

5. Can I remain anonymous?

If you choose, you can remain anonymous when reporting concerns through the University Hotline, both online and via telephone. When submitting a report online anonymously, please be sure not to include any information which may accidentally identify you (i.e., "from my cube next to Jan Smith..." or "in my 33 years...". If the reporter is the only individual who could possibly know the reported facts, there may be an unintended deductive disclosure of the reporter's identity. The University will honor and protect the reporter's request for confidentiality to the extent possible as it fulfills its obligations in responding to the report.

6. Can't I still be identified by my computer?

EthicsPoint **does not generate or maintain** any internal connection logs with IP addresses, so no information linking your PC to EthicsPoint is available. 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.

7. What happens when I file a report? / Who will handle my complaint?

After your report is submitted, your complaint will be routed to the appropriate University administrators for investigation. Please check back on the **University Hotline website** or call the University Hotline toll-free number (844-724-5631) to determine the status of your report, to provide additional information, or to respond to follow-up questions related to your complaint.

8. What if my boss or other managers are involved in a violation?

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.