

## **Lynn University's Reporting Hotline**

This hotline is a method for reporting conduct that may be unethical, illegal, in violation of business standards or otherwise inconsistent with Lynn University's [policies and procedures](#) and [Ethical Code of Conduct](#).

Before using this service, we encourage you to consider whether you can address your concern directly with someone at Lynn.

Direct reporting options:

- 1) In person, via phone or email to a supervisor or another member of Lynn management.
- 2) To the Office of Compliance via phone 561-237-7727 or in an email to the University Compliance Officer at [lfink@lynn.edu](mailto:lfink@lynn.edu) or visit in person. Employees may also contact Employee Services via phone 561-237-7915 or via email at [eservices@lynn.edu](mailto:eservices@lynn.edu) or in person.

If you have exhausted other methods of reporting, or if they have proven ineffective, impractical or not safe under the circumstances, use the hotline. Reports are confidential and may be anonymous, if you choose.

24/7 hotline reporting options:

- 1) [Make a report online](#).
- 2) Dial toll-free within the U.S., Canada, Guam and Puerto Rico: 1-844-764-7264.

A web-based report will be routed initially to EthicsPoint, an independent third-party host for our hotline. It will be processed and forwarded to the Office of Compliance. Calls to the hotline will be answered by an EthicsPoint hotline personnel.

### **After the report**

Upon a successful submission or at the end of your phone call, you will receive a "report key." Keep a copy of this key and your password; it is required to check your report's status. All reports will be responded to within six days.

### **EthicsPoint is not a 911 emergency service.**

Do not use this site to report events presenting an immediate threat to life or property. If you require emergency assistance, please contact Campus Safety (+1 561-237-7226) or Emergency Services (911).

### **Duty to report suspected child abuse**

Under Florida law, we are mandated to report suspected child abuse & neglect to the Florida Department of Children & Families. The law requires all citizens to report suspected child abuse or neglect immediately to 1-877-955-8771 or online at [www.MyFLFamilies.com](http://www.MyFLFamilies.com). Should you have any concerns or questions, please contact the University Compliance Officer at (561) 237-7727 or via email at [compliance@lynn.edu](mailto:compliance@lynn.edu).

# EthicsPoint FAQ

- I. Reporting—general
- II. Reporting—help
- III. Security and confidentiality
- IV. About EthicsPoint

## **I. Reporting—general**

### **What are my reporting options?**

If you cannot report the incident or situation directly to a member of the university's management, you can use EthicsPoint to make an online or phone-based report.

### **What type of situations should I report?**

This hotline is a method for reporting conduct that may be unethical, illegal, in violation of business standards or otherwise inconsistent with Lynn University's [policies and procedures](#) and [Ethical Code of Conduct](#).

### **If I see a violation, should I report it to my manager, security or human resources first?**

The most important step to take is filing a report. Ideally, you should bring any concerns forward to your direct manager, or other member of the university's management team. If you are not comfortable doing so, or if it is not safe to do so in these circumstances, use the hotline to make an online or phone-based report. 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. This includes letting the appropriate people know if someone is not acting appropriately. By working together, we can maintain a healthy and productive environment.

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

Yes. Lynn promotes ethical behavior. All unethical conduct, at any level, hurts the university and all employees, including you. If you know of any incidents of misconduct or ethical violations, consider it your duty—to yourself and your colleagues—to report it.

### **Where do these reports go? Who can access them?**

Reports are entered directly on the EthicsPoint secure server. EthicsPoint forwards these reports to the Office of Compliance, or other appropriate non-implicated administrator, who is in charged with evaluating the report, based on the type of violation and location of the incident.

**Is this system a way for the university to watch over me?**

The EthicsPoint system is a positive aspect of our overall compliance philosophy. It helps us ensure a safe, secure and ethical workplace. You can use the system to seek guidance on ethical dilemmas, provide positive suggestions or communicate concerns.

**II. Reporting—help****I'm aware of individuals involved with unethical conduct, but it doesn't affect me. Why should I report it?**

Lynn University promotes ethical behavior. All unethical conduct, at any level, hurts the university and all employees, including you. If you know of any incidents of misconduct or ethical violations, consider it your duty—to yourself and your colleagues—to report it.

**Something doesn't seem right to me, but I'm not sure if I observed/heard about a violation of company policy or unethical conduct. What should I do?**

File a report. We'd rather you report a situation that turns out to be harmless than let possible unethical conduct continue because you weren't sure. EthicsPoint can help you prepare and file your report so it can be properly understood.

**What if my boss or other managers are involved in a violation? Will they get the report or try to cover it up?**

Your report goes directly to EthicsPoint, where it is processed and then forwarded to the appropriate Lynn administrator who is not implicated in the report.

**What if I remember more about the incident after I file the report? Or what if the company has further questions for me concerning my report?**

Upon a successful submission or at the end of your phone call, you will receive a "report key." Keep a copy of this key and your password; it is required to check your report's status. You can also use this information to access the original report, add more detail or answer questions posed by a university representative.

All reports will be responded to within six days. We recommend that you return to the site in the time specified to answer any open questions from university personnel. Responding to questions is an "anonymous dialogue" that helps resolve potential incidents.

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

If you don't have access to or are uncomfortable using a computer, call the EthicsPoint toll-free hotline, which is available 24 hours a day, 365 days a year.

### **III. Security and confidentiality**

#### **Can EthicsPoint determine who the originator of the report is by the submission's server log?**

EthicsPoint is contractually committed not to pursue a reporter's identity. EthicsPoint does not generate or maintain any internal connection logs with IP addresses, so information linking your computer to EthicsPoint is not available.

If you feel uncomfortable making a report on your work computer, use a computer outside of work or call the hotline.

#### **Can I file a report from home and remain anonymous?**

Any report, regardless of from where it originated, will remain secure and anonymous.

#### **I am concerned that the information I provide EthicsPoint will reveal my identity. How can you assure me that will not happen?**

The EthicsPoint system is designed to protect your anonymity. If you wish to remain anonymous, make sure that the body of your report does not reveal your identity by accident. For example, avoid phrases like: "From my cube next to Jan Smith ..." or "In my 33 years...".

#### **Is the telephone toll-free hot line confidential and anonymous too?**

Yes. You will be asked to provide the same information as required 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.

### **IV. 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?**

We believe that our employees are our most important asset. By creating open channels of communication, we can foster a culture of integrity and ethical decision-making and promote a positive work environment that helps maximize productivity.

EthicsPoint provides the university with an anonymous reporting vehicle to address potential misconduct and other violations. It also facilitates reporting to the university's audit committee.