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About EthicsPoint- Ethics Inquiries and Grievances about Harassment or Professional Misconduct

What is EthicsPoint?

EthicsPoint is a comprehensive and confidential reporting tool created by NAVEX Global to assist APSA with managing reports of harassment from meeting, conference, and workshop attendees, individuals with professional ethics grievances, and general ethics inquiries, related to an APSA entity or event, from APSA members and non-members

EthicsPoint will also be used to address professional ethics grievances and complaints submitted by APSA meeting conference and workshop attendees.

Why do we need a system like EthicsPoint?

- We believe that meeting, conference, and workshop attendees, and our employees are our most important asset. By creating open channels of communication, we can promote a positive work environment and maximize productivity.
- An effective reporting system will augment our other efforts to foster a culture of respect; and a safe and welcoming APSA meeting, conference and workshop environment for all participants; and integrity and ethical decision-making.

Reporting Ethical Misconduct, Grievances and Inquiries about Harassment or Professional Misconduct

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 (www.apsanet.ethicspoint.com).

What type of situations should I report?

The EthicsPoint system is designed for incidents or concerns related to APSA Meeting and pre-conference events, APSA International Workshops, and other APSA workshops, events and entities. Conference and workshop attendees, political scientists, practitioners, and vendors (both APSA members or non-members) who would like to submit a grievance or concern regarding professional ethics, report any violation of APSA's stated Anti-Harassment Policy, or share any other concern you may have can submit a report. (See the [APSA Anti-Harassment Policy](#) and the [APSA Guide to Professional Ethics in Political Science](#) for more detailed information on, policies, procedures and the APSA grievance process).

If I see a violation onsite at an APSA annual meeting, conference or workshop, shouldn't I just report it to conference or hotel security and let them deal with it?

When you observe some behavior that you believe violates our anti-harassment meetings code of conduct, we expect you to report it. Ideally, you should bring any concerns forward to either the APSA ombuds, the APSA Intake officer, or other APSA onsite staff. 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. EthicsPoint allows individuals to submit reports using their identity or to submit anonymously because we would rather you report anonymously than keep the information to yourself. However, please note if you select anonymous reporting option, you must use your unique report key and password to log back into APSA EthicsPoint to check for any follow up messages from APSA. You will not receive email notifications after submitting an anonymous report.

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

Meeting, conference and workshop attendees should have an expectation of a safe, welcoming and respectful conference environment and with that expectation comes the responsibility of acting in an ethical manner and letting the appropriate people know if someone is not acting professionally. By working together, we can maintain a healthy and productive environment. Ethical misconduct can threaten the livelihood of APSA annual meetings, conferences and events, and the association in general.

Does APSA really want me to report?

We certainly do. In fact, we need you to report. You may have initial knowledge of an activity that may be cause for concern. Your reporting can minimize the potential negative impact on the association and its members . Also, offering positive input may help identify issues that can improve the professional climate.

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 on the APSA staff 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. Once staff has reviewed the report, it appropriate it will share the report with designated committee for further review and investigation (e.g. the APSA Ethics Committee or an APSA Harassment Committee).

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. You must retain your unique report key and password to log back into APSA EthicsPoint to check for any follow up messages from APSA or to message APSA.

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?

APSA chooses to promote ethical behavior. All unethical conduct, at any level, ultimately hurts the association. So if you know of any incidents of misconduct or ethical violations related to an APSA meeting, conference, workshop, event or entity, consider it your duty to yourself and your colleagues to report it.

I am not sure if what I have observed or heard is a violation of APSA 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 unethical behavior go unchecked because you weren't sure.

What if my boss or other managers 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 association 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 you are asked to create 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 an association representative and add further information that will help resolve open issues. We strongly suggest that you return to the site in the time specified and regularly to answer any association follow up questions. At this point in the process, you and the association have entered into an dialogue using the EthicsPoint follow up messaging function.

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

All EthicsPoint correspondences are held in the same confidence as the initial report, (and if you selected the anonymous reporting option, all follow up correspondence will continue under the umbrella of anonymity unless you choose to later identify yourself). Exceptions may be made to confidentiality, if it becomes evident that the reported situation involves an imminent threat to the life or well-being of the individual or others.

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.