

FREQUENTLY ASKED QUESTIONS

1. What is SpeakTU, Towson University's new employee ethics & compliance Hotline?

Towson University has a new ethics and compliance reporting Hotline called SpeakTU designed to enable employees, and others to report possible illegal, unethical, or improper conduct which may constitute a violation of University policy, procedures, rules and regulations, and/or state or federal laws in the workplace. The TU Hotline is managed by an independent third party vendor, EthicsPoint, who contracts with several institutions of higher education to provide intake services for reports via an online written report or a report made via telephone.

2. Who can file a report?

The SpeakTU ethics and compliance hotline operates 24 hours a day, seven days a week. A report may be made by any employee, or other third parties.

3. What exact types of situations should I report using this Hotline?

You should report concerns or suspicion of violations of policies and procedures, rules and regulations, or other irregularities and improprieties. This Hotline does not replace the need to contact Towson University Police or Department (410) 704-4444 or Baltimore County Police (911) for any emergency.

4. What do you include in your report?

You should report any situation or conduct you believe violates a law, University policy, procedures or regulations. This may include but is not limited to fraud, abuse, or possible violations of policies and/or laws. Examples of issues to report include theft, wage, benefit, hour abuses; misuse of University property or equipment; violation of safety rules; OSHA or environmental abuse concerns; conflicts of interests; NCAA violations; and intentional misuse of the University's network/computers.

5. Can I report anonymously? Can you guarantee it?

Yes, you are able to make a report anonymously! EthicsPoint is designed to protect your anonymity. However, you as the reporting party need to ensure that the body of the report does not reveal your identity by accident. Also, while EthicsPoint permits anonymity, the ability to address the concerns raised by your report is limited if the individual reporting is anonymous.

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6. Can I report employment concerns that are not policy violations?

EthicsPoint is a reporting Hotline and is intended to provide a mechanism for TU employees and others to report possible violations of University policies or laws. If you have an employment concern that is not a violation, you should contact your HR professional.

7. 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 will make these reports available only to specific individuals within the University who are charged with evaluating the type of violations.

8. Can anyone outside the University see my report?

No. Individuals outside of the University cannot see your report unless they have legal authority to gain access, typically by a subpoena or court order.

9. How long will your report take to be investigated?

Each report will be reviewed, triaged and assessed to determine appropriate next steps. The length of review depends upon many factors, such as the complexity of the issue, the number of people involved, the nature and extent of documents or other evidence involved, and the urgency of the matter. You may be contacted for further information.

10. What if I have more information or questions?

When you file a report via the phone or internet, you are given a unique username and are asked to choose a password. You can add any additional information using this unique username and password to supplement your initial report or to answer follow-up questions from investigators.

11. Should I report any violations to my manager, security or human resources and let them deal with it instead of filing this report with Ethicspoint?

Ideally you should bring any concerns forward to your supervisor, Internal Audit, Human Resources, Academic Affairs, Student Affairs, and/or the Office of Inclusion & Institutional Equity. We do recognize that there may be circumstances when you are not comfortable reporting an issue in this manner or situations where you are unsure of where to report the problem. This is why we have EthicsPoint. We want you to report these violations without concern of retaliation and with the knowledge that your problem will be reviewed and assessed.

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12. What if my boss or other managers are involved in a violation? Will they get the report?

The EthicsPoint system is designed to prevent the implicated parties from receiving notifications about the report naming them or even being granted access.

13. Will I be informed of the outcome of my report?

Any action taken against an employee as a consequence of the findings of an investigation is confidential personnel action that would not be disclosed as part of this process. In a general manner, you will be informed that the University has reviewed and made effort to address the concerns you raised in your report or that it has referred the matter for further attention.