

[About EthicsPoint](#)

[Reporting – General](#)

[Tips & Best Practices](#)

## About EthicsPoint

### What is EthicsPoint?

EthicsPoint is a comprehensive and confidential incident reporting tool created by NAVEX Global to assist organizations to addressing fraud, abuse, and other misconduct at meetings and events, all while cultivating a positive experience.

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

- We believe our volunteers, members and meeting attendees are our most important asset. By creating open channels of communication, we can promote a positive meeting environment and maximize interaction and the exchange of ideas.
- An effective reporting system will augment our other efforts to foster a professional, safe conference environment, a culture of integrity and ethical decision-making.

# 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 individuals to report any violation of our stated [Anti-Harassment Policy & Code of Conduct](#), or other concern you may have.

## If I see a violation, shouldn't I just report it to OSA and/or meetings staff, leadership or security and let them deal with it?

When you observe some behavior that you believe violates our code of conduct, we expect you to report it. Ideally, you should bring any concerns forward to OSA or meetings staff or security. 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.

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

We all have the right to experience OSA meetings and events in a safe and positive environment and with that right comes the responsibility of acting in an ethical manner and letting the appropriate people know if someone is not acting appropriately. By working together, we can maintain a healthy and productive environment.

## Does The Optical Society really want me to report?

We certainly do. In fact, we need you to report. You know what is going on at OSA meetings and events - both good and bad. You may have initial knowledge of an activity that may be cause for concern. Your reporting can minimize the potential negative impact on the event, attendees and our community.

## 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 OSA 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.

## Isn't this system just an example of someone watching over me?

The EthicsPoint system concentrates on being a positive aspect of our overall philosophy, and allows us to assure safe, secure, and ethical meetings and events. You are encouraged to seek guidance on ethical dilemmas, provide positive suggestions, or communicate a concern. Effective communication is critical and this is a great tool to enhance that communication.

We have carefully chosen the best reporting tool to maintain a positive reporting environment.

## 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?**

All unethical or inappropriate conduct, at any level, ultimately hurts OSA and all our members and programs. So if you know of any incidents of misconduct or ethical violations, consider it your duty to yourself and your fellow members and meeting attendees to report it.

**I am not sure if what I have observed or heard is a violation of The Optical Society Anti-Harassment Policy & Code of Conduct, 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 inappropriate behavior go unchecked because you weren't sure.

**What if The Optical Society management, leadership or other VIPs 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 The Optical 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 user name 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 an Optical Society representative and add further information that will help resolve open issues.

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

All EthicsPoint correspondences are 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. "800 number?" where is the list of numbers?