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About EthicsPoint

What is EthicsPoint?

EthicsPoint is a comprehensive and confidential reporting tool created by NAVEX Global to assist MPSA with managing reporting of harassment or unprofessional behavior related to the annual conference, journal, or council members.

Why do we need a system like EthicsPoint?

- We believe that our members, conference participants, and authors are our most important assets. 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 uphold the highest standards for respectful, professional norms and behavior, and foster an inclusive climate.

Reporting – General

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 (844-715-9358) or the Internet (www.MPSA.ethicspoint.com).

What type of situations should I report?

The EthicsPoint system is designed for confidential and anonymous reporting of any violation of our stated policies (including the [MPSA Anti-Harassment Policy / Professional Conduct Policy for Events and Meetings](#), the [MPSA Policy on Editorial Conflicts of Interest](#), and the [MPSA Council Member's Code of Conduct](#)), or other concern you may have.

If I see a violation at the MPSA conference, 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 policies, we expect you to report it. Ideally, you should bring any concerns forward to the MPSA ombuds or submit a report here. Since we recognize that there may be circumstances when you are not comfortable reporting the issue in person, we have partnered with EthicsPoint. We would rather you report anonymously than keep the information to yourself. However, please note that there is no way for MPSA to follow up with you when you submit an anonymous report.

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

We all have the right to meet in a positive environment and with that right comes the responsibility of acting in a professional manner and letting the appropriate people know if someone is not acting appropriately. By working together, we can maintain a healthy and productive environment. Professional misconduct can threaten the livelihood of MPSA conferences, the association, and the discipline in general.

Does MPSA really want me to report?

We certainly do. In fact, we need you to report. Your reporting can minimize the potential negative impact on the association and its members. Also, offering input may help identify issues that can improve the professionalism of the conference.

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 association 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 initial report, they will follow steps included in the corresponding policy for committee review as appropriate.

Reporting Security & Confidentiality

Can I file a report from my office and still remain anonymous?

A report from your office, a neighbor's computer, or any Internet portal will remain secure and anonymous. 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.

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

The EthicsPoint system is designed to protect your anonymity. However, if you wish to remain anonymous, you - as a reporting party - need to ensure that the body of the report does not reveal your identity by accident. For example, "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 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.

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?

MPSA chooses to promote ethical behavior. Unprofessional conduct, at any level, ultimately hurts the association. If you know of any incidents of misconduct or unprofessional behavior, 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 MPSA policy, or involves unprofessional 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 unprofessional 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 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 a 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 to answer additional questions. You and the association now have entered into an "anonymous dialogue," where situations are not only identified, but can also be resolved, no matter how complex.

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, continuing under the umbrella of anonymity.

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.