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## About EthicsPoint

### What is EthicsPoint?

EthicsPoint is a comprehensive and confidential reporting tool created by NAVEX Global to assist our college community to work together in addressing sexual harassment, sexual violence, fraud, abuse, and other misconduct, all while cultivating a positive educational environment.

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

- We believe that our students and employees are our most important asset. By creating open channels of communication, we can promote a positive learning environment that maximizes everyone's potential.
- An effective reporting system will augment our efforts to foster a culture of integrity and ethical decision-making.

# Reporting – General

## What type of situations should I report?

The EthicsPoint system is designed for students and employees to report any violation of our College's policies or standards, or other concerns you may have.

## If I see a violation, shouldn't I just report it to my teacher or administration and let them deal with it?

If you observe some behavior that you believe violates our code of conduct or policies, we expect you to report it. Ideally, you should bring any concerns forward to a member of the faculty, staff, or administration. 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. 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 committed to upholding the College's Core Values and its supporting policies and standards. This commitment comes with 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 administration 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 your peers and the College. Be the ethical leader in reporting an issue or violation.

## 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 College 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 a safe, secure, and ethical learning environment. You are encouraged to seek guidance on ethical dilemmas, provide positive suggestions, or communicate a concern. Effective communication is critical in ensuring a safe and positive learning experience for the entire college community.

## Reporting Security & Confidentiality

**It is my understanding that any report I send from a college computer or through the college network generates a server log that shows every web-site that it connects with, and won't this log identify me as a report originator?**

EthicsPoint does not generate or maintain any internal connection logs with IP addresses, so no information linking your reporting device to EthicsPoint is available. In fact, EthicsPoint is contractually committed not to pursue a reporter's identity.

If you feel uncomfortable making a report using the college's network, you have the option of using a device outside our work environment through the EthicsPoint secure website. Many people choose this option, as EthicsPoint's reporting data shows that fewer than 12% of reports are generated during normal business hours.

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

A report from home, 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 desk next to John Smith..." or "In my office room #...".

**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?**

All unethical conduct, at any level, ultimately hurts the College, its students and employees, including you. So, if you know of any incidents of misconduct or ethical violations, consider it your duty to yourself and your peers to report it.

**I am not sure if what I have observed or heard is a violation of College 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 teacher or a senior administrator 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 College 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 to access the original report adding more detail or to answer questions posed by a College representative. We strongly suggest that you return to the site in a timely manner in case there are questions about your report. You and the College have the capability to enter 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 device that can access the Internet.