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## About EthicsPoint

### What is EthicsPoint?

EthicsPoint is a comprehensive and confidential reporting tool created by NAVEX Global and contracted by ILA to assist ILA in addressing suspected Statement of Appropriate Conduct violations at our events and conferences.

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

- We believe that our members are our most important asset. By creating open channels of communication, we can promote a positive environment for everyone.
- An effective, confidential reporting system with the option to remain anonymous will augment our other efforts to foster a culture of equity, diversity, and inclusion.

# 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 or the Internet.

## **What type of situations should I report?**

The EthicsPoint system is designed for members and event participants to report any violation of our stated Statement of Appropriate Conduct.

## **If I see a violation, shouldn't I just report it to ILA staff, event security, or the police?**

In an immediate emergency, please call 911. When you observe some behavior that you believe violates our Statement of Appropriate Conduct, we expect you to report it, either to ILA management, or via the EthicsPoint Web site or hotline. We recognize that there may be circumstances when you are not comfortable reporting the issue directly to ILA and 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 have the right to a positive conference or event 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 ILA leadership really want me to report?**

We certainly do. In fact, we need you to report. You know what is going on in our community—both good and bad. You may have initial knowledge of an activity that may be cause for concern. Offering positive input may help identify issues that can improve ILA's culture.

## **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 ILA 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.

## **Reporting Security & Confidentiality**

**It is my understanding that any report I send online generates a server log that shows every website that my computer or device 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 computer or device to EthicsPoint is available. In fact, EthicsPoint is contractually committed not to pursue a reporter's identity.

**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, “My director Jane Smith also witnessed the event...” or “As a past chair of the IFC...”.

**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 Statement of Appropriate Conduct violations, but it doesn't affect me. Why should I bother reporting it?**

To provide all conference and event participants—members and other attendees, speakers, exhibitors, staff, and volunteers—the opportunity to benefit from these events, ILA is committed to providing a harassment-free environment for everyone, regardless of gender, sexual orientation, gender identity, gender expression, disability, physical appearance, race, ethnicity, religion, or other individual or group identity. Violations of the Statement of Appropriate Conduct, at any level, ultimately hurt the association and its members.

**I am not sure if what I have observed or experienced is a violation of the Statement of Appropriate Conduct, but it just does not look or feel 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 I remember something important about the incident after I file the report? Or what if the company 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 ILA 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 questions. You and ILA will 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 or device that can access the Internet. If you don't have access to or are uncomfortable using a computer or device, you can call the EthicsPoint toll-free hotline, which is available 24 hours a day, 365 days a year.