

[About EthicsPoint](#)

[Reporting – General](#)

[Reporting Security & Confidentiality](#)

[Tips & Best Practices](#)

About EthicsPoint

EthicsPoint is a comprehensive and confidential reporting tool created by NAVEX Global to help Museum management and members of the Museum community work together in addressing fraud, abuse, policy violations, and other misconduct in the workplace, all while cultivating a positive work environment.

Reporting – General

How may I report a concern?

With EthicsPoint, you have the ability to file a confidential, anonymous report via one of the following three methods:

- Phone: Dial the toll-free hotline at 1-800-620-5571;
- Computer: Enter amnh.ethicspoint.com in your web browser to reach the intake portal; or
- Cell Phone: Enter amnh.navexone.com in your cell phone's browser to reach the mobile intake site.

What type of situations should I report?

The EthicsPoint system is designed for members of the Museum community to report any violation of our policies, or other concern you may have which you are not comfortable or able to bring to your supervisor, Human Resources, or other members of Museum management. For more information, please also reference the Museum's Whistleblower Policy, available on the Museum Intranet.

If I see a violation, shouldn't I just report it to my manager, security, or human resources and let them deal with it?

When you observe some behavior that you believe violates Museum policies, we expect you to report it. Ideally, you should bring any concerns forward to your direct manager Human Resources, or another member of Museum management. 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.

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 Museum 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

Does making a report from my work or personal computer, or my work or home mobile phone, generate a log that shows every web-site that they connect 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 cell phone to EthicsPoint is available. A report from 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 if that is your goal. However, if you wish to remain anonymous, you 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 in the Security Department..." might provide sufficient information to inadvertently identify you.

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 (whether it be through your computer or cell phone browser) 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

What if I remember something important about the incident after I file the report? Or what if the Museum 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 Museum 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 Museum questions. You and the Museum 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 cell phone 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.