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About EthicsPoint

What is EthicsPoint?

EthicsPoint is a comprehensive and confidential reporting tool created by NAVEX Global to assist AIS with managing reporting of unprofessional conduct and research practices.

Why do we need a system like EthicsPoint?

- We value our members, conference participants, and authors as our most important resources. By creating open channels of communication, we promote a positive environment and maximize productivity among those in the field.
- An effective reporting system augments our other efforts to foster a culture of integrity and ethical decision-making.

Does EthicsPoint fulfill my university's reporting requirements under Title IX?

No! Filing a report with AIS via the EthicsPoint system does not fulfill university reporting requirements.

Reporting – General

What types of situations should I report?

The EthicsPoint system is designed for confidential and anonymous reporting of any violation of our stated policies including the Member Code of Conduct, the Research Code of Conduct, the Conflict of Interest, the Discussion Thread Code of Conduct, and others.

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

Yes, if you are required to do so by your University and/or if you feel inclined to do so. This AIS reporting system does not replace nor substitute incident reporting that may be required by your University. Please recall, incident reporting requirements of your University may not precisely align to violations of the AIS Code of Conduct. *Reporting requirements by your University/Employer (if applicable) always take priority.* When you observe behavior that you believe violates AIS Code of Conduct, we hope that you report it. Since we recognize there may be circumstances when you are not comfortable reporting the issue in person, we have partnered with NAVEX Global to allow you to make a report anonymously. 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 work in a 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. And, professional misconduct can threaten the very existence of the association, our conferences, and the field in general.

Does AIS 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 our field.

Where do these reports go? Who can access them?

Reports are entered directly on the EthicsPoint secure server. NAVEX Global makes these reports available only to specific individuals within the association who are responsible for evaluating the report based on the type of violation and location of the incident. Each of these individuals has had training in keeping these reports in the utmost confidence.

Reporting Security & Confidentiality

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.

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 protects 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, avoid using identifying phrases in your report such as "From my cube next to Jan Smith..." or "In my 33 years...".

What if I want to be identified with my report?

There is a section in the report to identify yourself, if you wish.

Tips & Best Practices

I am aware of some individuals acting unethically, but it doesn't affect me. Why should I bother reporting it?

AIS chooses to promote ethical behavior. Unprofessional conduct, at any level, ultimately hurts the association. If you know of incidents of misconduct or ethical violations, consider it your duty to yourself and your colleagues to report it.

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, you receive a unique, randomized number called a "Report Key" and are asked to choose a password. You can return to the EthicsPoint system again and access the original report to add more detail or answer questions posed by an association representative to 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 have now 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 if you choose.

What if I lose my Report Key or forget the Password I created?

To ensure that security and confidentiality is maintained, if you lose your report key or password, you will need to file a new report. In this case, please mention in the new report that it is related to a report or question you previously submitted.