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About EthicsPoint

What is EthicsPoint?

EthicsPoint is a secure, comprehensive and confidential reporting tool created by NAVEX Global that enables leadership, faculty, staff and students to work together to address misconduct in the workplace while cultivating a positive work environment.

Why do we need a system like EthicsPoint?

- The people that make up our university community are our most important asset. By creating open channels of communication, we promote a positive culture and environment.
- An effective reporting system augments our other efforts to foster a culture of integrity and ethical decision-making.

Reporting – General

May I report using either the Internet or the telephone?

Yes. EthicsPoint enables you to file a confidential, anonymous report via either the telephone or the Internet.

What types of situations should I report?

The Bias Hotline is for employee and student reporting of bias-related alleged incidents, such as discrimination, harassment, and retaliation.

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

When you observe behavior that you believe is harassing or discriminatory in nature, we expect you to report it. Ideally, you should bring any concerns forward to your direct manager, trusted professor, or other member of our management and academic teams. 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 have the right to work and study in a positive environment and with that right comes the responsibility of acting in an ethical and responsible manner, by letting the appropriate people know if someone is not acting appropriately. By working together, we can maintain a healthy and productive environment.

Does leadership and management really want me to report?

We certainly do. Whether you are a student, staff or faculty we *need* you to report. You know what is going on in our organization - both good and bad. You may have initial knowledge of an activity that may be cause for concern. Your reporting may help identify issues that we need to address so we can improve our culture and performance, as well as minimize the potential negative impact on the University and the university community.

Where do these reports go? Who can access them?

Reports are entered directly on the EthicsPoint secure server. EthicsPoint makes these reports available only to specific individuals within the organization 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?

No. EthicsPoint is a tool to promote a positive environment and culture, and helps us to advance a safe, secure and ethical university. You are encouraged to seek guidance on ethical dilemmas, provide positive suggestions, or communicate a concern. Effective communication is critical and this reporting line is a great tool to enhance that communication. We have carefully chosen EthicsPoint to promote a positive reporting environment.

Reporting Security & Confidentiality

It is my understanding that any report I send from a company computer generates a server log that shows every website that my PC connects with. Won't this log identify me as the report originator?

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

If you feel uncomfortable making a report on your work or student PC, you have the option of using a PC outside our work and academic environment (such as one located at an Internet café or at a friend's house, etc.) through the EthicsPoint secure website. Many people choose this option, as NAVEX Global's data shows that fewer than 12% of reports are generated during business hours. You may also report your concern via the EthicsPoint toll-free number, (844) 946-1837, which is available 24 hours a day, 365 days a year.

We respect your right to remain anonymous; however, please note certain types of reports made anonymously may be difficult for the University to thoroughly investigate or address. Even if you file anonymously, we have methods for communicating with you within the system that will allow you to maintain your anonymity. Please continue to engage with us through your report key so we can obtain the information we need to investigate your concern as fully as possible.

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 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..." or "as a student in professor Smith's accounting class....."

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 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?

Our University promotes ethical behavior and prohibits discrimination, harassment or retaliation. All misconduct, at any level, ultimately hurts the entire organization and all members of the university community, including you. If you know of any kind of alleged bias incident, including harassment or discrimination, or any kind of misconduct or ethical violations, it is 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 University 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 boss, professor or other leaders are involved in a violation? Won't they get the report and start a cover-up?

The EthicsPoint system and report distribution ensure 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 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, randomized number called a "Report Key" 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 to answer questions posed by a reporting line representative. We strongly suggest that you return to the site every few days to answer any questions we have about your report. This allows you and the organization to enter into an "anonymous dialogue," where situations are not only identified, but can also be addressed, 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.

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. Mention in the new report that it is related to a report or question you previously submitted.

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 reporting line, (844) 946-1837, which is available 24 hours a day, 365 days a year.