

[About EthicsPoint](#)

[Reporting – General](#)

[Disclosures](#)

[Reporting Security & Confidentiality](#)

[Tips & Best Practices](#)

About EthicsPoint

What is EthicsPoint?

EthicsPoint is a comprehensive and confidential reporting tool created by NAVEX Global that enables the Society, our members, and our affiliates to work together to address misconduct, fraud, and abuse while cultivating a positive work environment.

Why do we need a system like EthicsPoint?

- Our members are our most important asset. By creating open channels of communication, we promote a positive professional environment and maximize the experiences of everyone involved in the Society.
- 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. We also use EthicsPoint to file identified reports using the same intake form.

What types of situations should I report?

The EthicsPoint system allows American Society of Biomechanics members and affiliates to report any violation of our [Code of Conduct](#), or any other concern you may have.

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

When you observe some behavior that you believe violates the ASB code of conduct and affects members of the ASB community, we expect you to report it to ASB. The EthicsPoint system is our way of streamlining the reporting process. If you prefer to bring any concerns forward informally or formally directly to the ASB Diversity Chair, we welcome you to do so. 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 NAVEX Global. 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, learn, and grow 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, Society misconduct can threaten the very existence of our entire professional group.

Does management really want me to report?

We certainly do. In fact, we *need* you to report. You know what is going on in our Society - both good and bad. You may have initial knowledge of an activity that may be cause for concern. Your reporting can minimize the potential negative impact on the American Society of Biomechanics and our people. Also, offering positive input may help identify issues that can improve culture and performance.

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 American Society of Biomechanics 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 positive aspect of our overall philosophy that allows us to ensure a safe, secure and ethical environment. You are encouraged to seek guidance on ethical dilemmas, provide positive suggestions, or communicate a concern. Effective communication is critical in today's workplace and this is a great tool to enhance that communication.

We have carefully chosen the best reporting tool to meet our compliance obligations while maintaining a positive reporting environment.

Disclosures

When do I need to file a disclosure with ASB?

Disclosures are required under certain circumstances where a conflict of interest exists, or if someone has been placed on leave or is subject to any restrictions in their activities. For complete details, please see the [Code of Conduct](#), section E.

How do I submit a Disclosure in the EthicsPoint system?

On the web intake form you will see an option under Issue Type for Disclosure. Select that option, make sure you enter your name as the person reporting the disclosure, and upload a signed, dated PDF document detailing the disclosure that you wish to make. We will follow up with you to confirm receipt of your disclosure documentation. ***Please note: the EthicsPoint asks a standard set of questions, regardless of what's being reported. Most of these fields are not applicable for a Disclosure. Please write "N/A" for required text fields, or "Don't Know" or "Other" for required drop-down menus.

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?

NAVEX Global does not generate or maintain any internal connection logs with IP addresses, so no information linking your PC to EthicsPoint is available.

If you feel uncomfortable making a report on your work PC, you have the option of using a PC outside your work environment (such as one located at an Internet café or at a friend's house) 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.

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, "From my cube next to Jan Smith..." or "In my 33 years...".

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. Please note that ASB is using the EthicsPoint system for ALL reporting, anonymous or identified.

Tips & Best Practices

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

Our Society promotes ethical behavior. All unethical conduct, at any level, ultimately hurts the Society and all members and affiliates, including you. You only have to consider what happened in recent corporate scandals to see the disastrous effects that a lapse in ethics can have on an otherwise healthy company. If you know of any incidents of misconduct or ethical violations, consider it 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 Society policy, or involves unethical conduct, but it just does not look right to me. What should I do?

File a report. Our EthicsPoint system is set up to 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.

What if my boss or other managers or 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 Society 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 answer questions posed by a Society representative. We strongly suggest that you return to the site regularly to answer Society questions. You and the Society 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.

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 hotline, which is available 24 hours a day, 365 days a year.