About EthicsPoint

What is EthicsPoint?

> EthicsPoint is a comprehensive and confidential reporting tool created by NAVEX Global that enables members of the Post community to work together to address possible fraud, abuse, and other misconduct in the workplace while cultivating a positive and inclusive work environment.

Why do we need a system like EthicsPoint?

- Everyone who is a member of the Post University community whether associate, student, job applicant, applying student, or third-party business partner is important to our success. By creating open channels of communication, we promote a positive, collaborative, inclusive work environment and exceptional student learning experiences.

- An effective, anonymous system for reporting opportunities to improve life at Post is an important tool for creating an authentic culture of happy and proud associates serving happy and proud students.

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 EthicsPoint system allows Post family members to report any believed violation, misconduct, or other unresolved concerns you may have.

Please Note: If you wish to file an anonymous **Title IX complaint**, you may do so online at: **https://bit.ly/2RjojtH**. You can utilize this forum to report sex discrimination, including sexual harassment, sexual assault, stalking, intimate partner violence, or discrimination on the basis of disability, pregnancy, sexual orientation, or gender identity. This complaint will be sent to the Title IX Coordinator.

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

When you observe some behavior that you believe violates Post's policies or regulations, we expect you to report it. Preferably, you should initially bring any concerns forward to your management team (if an associate) or your academic support team (if a student). 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 your concern anonymously, rather than not at all, so the issue can be appropriately addressed.

Why should I report what I know? What's in it for me?

We all have the right to work or learn 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. Misconduct by any member of the Post community is unacceptable and can be counterproductive to the fulfillment of Post's mission.

Does management really want me to report my concern?

We certainly do. We know you know what is working well and where there is room for improvement. We know you may have knowledge (either first-hand or through feedback from others) that warrants review. Your reporting can minimize or prevent the potential negative impact on the University, our associates, students, or others we do business with.

Where do these reports go? Who can access them?

You and the University will enter into an "anonymous dialogue," where situations are not only identified, but can also be resolved, no matter how complex. Reports are entered directly on the EthicsPoint secure server. NAVEX Global makes these reports available only to specific individuals within the University 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. Individuals submitting reports through the EthicsPoint system are reassured of no reprisal and no retaliation for using this system.

We strongly suggest that you return to the site in approximately 3-5 days to answer follow-up University questions, if requested.

Isn't this system just an example of someone watching over me?

No. EthicsPoint is a critical part of Post's commitment to maintain a culture of integrity and inclusivity in all that we do.

Post University is partnering with EthicsPoint because of its national reputation as one of the leading providers of highly sophisticated systems for reporting concerns anonymously.

Reporting Security & Confidentiality

It is my understanding that any report I send from a University 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 our work environment (such as your personal computer, one located at an Internet café, or at a friend's house). 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.

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 inclusive, ethical, and respectful behavior. All unethical conduct, at any level, is unacceptable, harmful, and detrimental to the fulfillment of Post's mission. If you believe you have knowledge of any unresolved incidents of misconduct or ethical violations, it is your duty to yourself and your peers 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?

> If an associate, consult with Associate Experience confidentially as a first step. If a student, a recommended first step is to consult with your academic support team. However, if you wish to remain anonymous make your report through the EthicsPoint system. NAVEX Global can help you prepare and file your report so it can be properly addressed. We'd rather you report a situation than let possible unethical behavior go unchecked.

What if my boss, other managers, or a member of my academic support team (if a student) are involved in a violation? Won't they get the report and start a cover-up?

> The reports are only provided to the designated individuals in Associate Experience and Regulatory Compliance. The EthicsPoint system and report distribution ensure that implicated parties are not notified or granted access to reports.

What if I remember something important about the incident after I file the report? Or what if the University has further questions for me concerning my report?

> You and the University will enter into an "anonymous dialogue," where situations are not only identified, but can also be resolved, no matter how complex. 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 University representative.

> We strongly suggest that you return to the site in approximately 3-5 days to answer follow-up University questions, if requested.

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, and will continue to be anonymous.

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 844-961-4319, which is available 24 hours a day, 365 days a year.