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## About EthicsPoint

### What is EthicsPoint?

EthicsPoint is a comprehensive and confidential reporting tool created by NAVEX that enables us to work with event participants to ensure that GSA continues to offer safe, professional, respectful, and inclusive scientific events.

### Why do we need a system like EthicsPoint?

GSA's meetings and events offer participants dynamic opportunities to learn and exchange ideas. Our events are most successful when everyone can fully participate in a safe, professional atmosphere, free of unwelcome, improper conduct. GSA takes conduct concerns seriously and has robust procedures to address them confidentially, appropriately. EthicsPoint augments these procedures by making it easier for participants to report concerns and to do so anonymously. Back-end case management software improves GSA's ability to monitor trends and ensure that individual reports cannot be swept under the rug.

# 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 event participants to ask questions or report concerns related to our Events Code of Conduct.

## **Where do these reports go? Who can access them?**

Reports are entered directly on the EthicsPoint secure server. NAVEX makes these reports available only to specific individuals within GSA who are charged with evaluating them. Each of these report recipients has had training in keeping these reports in the utmost confidence.

# Reporting Security & Confidentiality

## How can I be sure that my IP address won't be tracked?

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

## Can I file a report from home and 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.

## Tips & Best Practices

**I am aware of some individuals engaging in misconduct, but it doesn't affect me. Why should I bother reporting it?**

GSA expects respectful, professional conduct as outline in the Events Code of Conduct. All misconduct, at any level, undermines the quality and dynamism of our events for everyone. If you know of potential misconduct, we encourage you to make a report to help keep our events welcoming and professional for all participants.

**I am not sure if what I have observed or heard is a violation of GSA's Events Code of Conduct, but it just does not look right to me. What should I do?**

File a report. NAVEX 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.

**What if my report alleges misconduct by GSA's ethics staff or leaders? Won't they get the report and start a cover-up?**

No. The EthicsPoint system and report distribution ensures 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 GSA 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 company representative. We strongly suggest that you return to the site in the time specified to answer company questions. You and the company now have entered 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.