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## About EthicsPoint

### **What is EthicsPoint?**

EthicsPoint is a comprehensive and confidential reporting tool created by NAVEX that enables American Physiological Society (APS) members and conference attendees to quickly report a misconduct violation that is directly connected to the Society's programs or sponsored events, while maintaining confidentiality and, if desired, anonymity.

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

Our members are our most important asset. We want members and conference attendees to feel comfortable filing misconduct reports. Our partnership with NAVEX provides this third-party reporting tool, which ensures confidentiality while also promoting a safe and positive environment for everyone.

An effective reporting system augments our other efforts to foster a culture of integrity and ethical decision-making.

# Reporting—General

## **May I file a report using either the Internet or the telephone?**

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

## **What types of situations should I report?**

The EthicsPoint system allows conference attendees to report any violation of the [APS Conference Code of Conduct](#), or other concern you may have.

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

When you observe behavior that you believe violates our code of conduct, we expect you to report it. We recognize, however, that there may be circumstances when you are not comfortable reporting the issue. It is for such circumstances that we have partnered with NAVEX. We would rather you report an incident 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. 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, misconduct of any kind can threaten the very existence of the Society.

## **Does APS really want me to report?**

We certainly do. In fact, we need you to report. You know what is going on at our conferences and meetings—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 APS and our members. Also, offering positive input may help identify issues that can improve culture and performance at APS events and throughout the Society.

## **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 Sandra Spadoni, Director of Governance & Society Leadership, who is charged with evaluating the report. This staff member 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. We encourage you 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.

## Reporting Security and 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 does not generate or maintain any internal connection logs with IP addresses. We receive no information that links your computer or cell phone to EthicsPoint.

If you feel uncomfortable making a report on your device, you have the option of using a device outside the conference environment through the EthicsPoint secure website. Many people choose this option, as NAVEX 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 hotline 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 website. 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 and Best Practices

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

APS promotes ethical behavior. All unethical conduct, at any level, ultimately hurts the Society and our members and staff, including you. 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. 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 supervisor or other attendees 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 APS has further questions for me concerning my report?**

When you file a report at the EthicsPoint website 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 Sandra Spadoni, Director of Governance & Society Leadership. We strongly suggest that you return to the site in the time specified to answer any questions. You and the organization 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 or cell phone that can access the Internet. You can file from home or from a public computer. If you don't have access to or are uncomfortable using a computer, you can call the EthicsPoint toll-free hotline at 844-235-9954. The hotline available 24 hours a day, 365 days a year.