

## **Marquette University Reporting Hotline (EthicsPoint) - FAQs**

### **1. What is EthicsPoint?**

EthicsPoint is an anonymous Internet and telephone based reporting tool that allows management and employees to work together to address misconduct in the workplace, while helping to cultivate a positive work environment. Originally established in 2006 as a resource for reporting financial misconduct, EthicsPoint can now also receive reports of misconduct about a variety of subjects, including academic integrity and ethics, athletics, human resource and personnel issues, information technology and medical, risk and safety matters, along with financial areas. The scope was expanded to implement an industry best practice that provides the university a way in which to be better informed about possible misconduct and compliance issues.

### **2. May I report using either the Internet or the telephone?**

Yes you may. By giving you choices, EthicsPoint helps ensure that employees can file a report anonymously and in the manner most comfortable or convenient to them.

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

There are several reasons why we need a reporting tool:

- a. We believe that employees are the University's most important asset. Through open channels of communication, you can participate in improving the University and helping create a safe and ethical environment.
- b. Publically traded companies are required by law (Sarbanes-Oxley Act of 2002) to have an anonymous reporting system to address accounting and auditing misconduct. University management desires to provide the same reporting tools to you.
- c. Reporting "hotlines" have proven to be an effective tool in reducing losses and helping to protect a university's financial strength.

### **4. Does management really want me to report?**

We certainly do. In fact, we *need* you to report. You know what is going on at the University – 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

University and its people. Also, offering positive input may help identify issues that can improve the University culture and performance.

5. **What type of situations should I report?**

We all have the right to work in a positive environment and with that right, comes the responsibility of acting in an ethical manner and notifying management if someone is not acting appropriately. By working together, we can maintain a healthy and productive environment. As we have seen in the news, corporate misconduct can threaten the livelihood of an entire organization.

6. **What type of situations should I report?**

EthicsPoint is a communications tool providing an avenue for sharing information regarding possible misconduct and compliance issues.

7. **If you are unsure if a situation is reportable, should I still report it?**

You certainly can, but there are several good reasons why you should use EthicsPoint as well. First, EthicsPoint ensures that your report gets to the appropriate people. That may or may not happen if you simply report something to your manager, especially when dealing with issues not under his/her control. More importantly, reports can be filed

anonymously and confidentially. For more information, please contact the EthicsPoint administrator at (800) 441-5000 or visit the EthicsPoint website at [www.ethicspoint.com](http://www.ethicspoint.com).



When you file a report at the EthicsPoint website or via the toll free number, you receive a unique user name 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 answer questions posed by a University representative and add further information that will help resolve open issues. We strongly suggest that you return to the site in the time specified to answer questions. You and the University now have entered into an “anonymous dialogue” where situations are not only identified but can be resolved, no matter how complex.

**16. Are these follow-on reports as secure as the first?**

All EthicsPoint correspondences are held in the same strict confidence as the initial report, continuing under the umbrella of anonymity.

**17. What if I want to be identified with my report?**

There is a section in the report for identifying yourself, if you wish.

**18. 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 or are uncomfortable using a computer, you can call your EthicsPoint toll-free hotline **1-800-445-7068** which is available 24/7.

**19. 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.

**20. What is the website address?**

You can access the hotline to file a report at:

[https://secure.ethicspoint.com/domain/en/report\\_custom.asp?clientid=13821](https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=13821)