

OSU CONFIDENTIAL REPORTING SYSTEM

What is the OSU Confidential Reporting System?

OSU has selected EthicsPoint to provide easy ways to discreetly and confidentially report activities that may involve criminal, unethical, or otherwise inappropriate behavior in violation of OSU policies. By using the system, we can work together to address fraud, abuse, misconduct, and other violations, while helping to cultivate a positive environment. Addressing misconduct and other concerns early on will help minimize negative morale issues and financial impact to OSU employees, vendors and students.

OSU SYSTEM



ethics-point

CONFIDENTIAL
REPORTING

How to File a Report

The System is carefully designed to allow you to maintain your confidentiality when submitting and following up on a report. Step-by-step instructions guide you to help ensure that you do not inadvertently compromise your identity.

Reporting is as easy as 1-2-3.

Step 1: Access the System:

Click on the EthicsPoint Icon from various OSU internet sites and be linked to the secure Web site. Click on "File a Report."

or

Go to www.ethicspoint.com from any computer with Internet access (home, public library, neighbor, etc.) Click on "File a Report."

or

Call Toll-Free 1-866-294-8692. A compliance specialist will assist you in entering your report into the EthicsPoint Reporting System.

Step 2: Complete a Report

Follow on-screen or compliance specialist's instructions.

1. Specify the kind of report you would like to make from the list of issues.
2. Read or listen to the anonymity information carefully to ensure you do not compromise your identity during the reporting process. Click on or say "I agree."
3. Complete the report, providing information about the incident:
 - Who** was engaged in the incident, including titles;
 - What** specifically occurred;
 - Where** was the location of the incident;
 - When** and how long has the incident occurred.
4. Create a password to go with the identification code called a "Report Key" generated by the System. Write them both down, and keep them in a safe place. You will need them to follow-up, review or amend your report.

Step 3: Follow-Up 72 Hours Later

Return to the System (using the OSU network, internet or toll-free telephone number) to see if OSU has any follow-up questions or requests.

1. Log in to follow-up on your initial report providing your Report Key and Password.
2. If you accessed through the Toll-Free Phone line, a compliance specialist will assist you in reviewing report details, responding to questions, and adding information.
3. If you accessed through OSU's network or over the Internet, you may now review report details, respond to questions, and add information:
 - a. Review your report by clicking on "Review Report Details"
 - b. If OSU has questions, type answers into the question box and click "submit."
 - c. Add information by using the "Submit New Information" box.

What to Report?

Situations, events or actions by individuals or groups that you believe may have a negative impact on OSU or may be detrimental to personal safety, morale, or productivity. Frivolous or unfounded reports do not help foster a positive workplace. If you are uncertain if a situation violates company policy, is illegal or constitutes harassment or discrimination, please consult your supervisor, advisor or other appropriate representative to obtain clarification.

OSU guarantees that reports will be handled promptly and discreetly with facts made available to those who need to know to investigate and resolve the matter. No retaliatory action will be taken against anyone for reporting or inquiring in good faith about potential breaches of OSU policies or seeking guidance with respect to suspected concerns. Reports will be given careful consideration by OSU.

Questions? Call Employee Services at (405) 744-5449.