

Confidential and Anonymous Reporting with EthicsPoint

The EthicsPoint system is designed carefully to maintain your confidentiality and anonymity at each step. The following is a step-by-step guide of instructions to assist you to ensure that you do not inadvertently compromise EthicsPoint safeguards.

File an EthicsPoint Report

Reports can be completed conveniently on the website or by phone. Simply connect, file a report and then follow up on the status – 24 hours a day, 7 days a week.

1. [Access the EthicsPoint Website](#), or
2. Call EthicsPoint at 866-294-3564

Be prepared to provide specific information about the incident, including the following:

Who: persons engaged in the incident, including names and titles

What: what specifically occurred

Where: the location of the incident

When: the time and duration of the incident

How to Report on the Website

The EthicsPoint system is designed carefully to maintain your confidentiality and anonymity at each step. The following is a step-by-step guide of instructions to assist you to ensure that you do not inadvertently compromise EthicsPoint safeguards.

Access the Website and Create a Report:

1. [Visit the EthicsPoint Website](#)
2. **Indicate the kind of report** you'd like to make from the available choices
3. **Read the anonymity information** very carefully to ensure that you do not compromise your identity in the reporting process. **Click on Agree.**
4. Following the on-screen instructions, **complete the report**, providing specific information about the incident, including people engaged in the incident; what occurred; and the location, time and date of the incident.
5. You will then be asked to **create a password**. The EthicsPoint system will also generate an identification code called a **Report Key**. Write down both the password and the report key and keep them in a safe place. You will need them to follow-up later, or if you ever want to review or amend your report.

Follow Up on the Website

Three to five days later, return to the EthicsPoint website to see if there are any follow-up questions or requests. You will be able to review report details, respond to question and add information.

1. This time, you'll [follow up on the report by clicking on this link](#).
2. Provide your **Report Key** and **Password**.
3. To review your report, **click Review Report Details**. You will be told if your company has provided questions about your report.
4. **Answer the questions** by typing in the question boxes and clicking **Submit**.
5. If you have agreed to participate in an EthicsChatsm, click **Chat about This Report** at the specified time. Type your comments into the field at the bottom of the window and click **Submit**. An EthicsChatsm is a real-time communication between you and an association representative to clarify details and answer questions. Like the rest of the EthicsPoint system, it is confidential and anonymous

Note: You may return any time to review your report, answer questions, and add information. While you will not be able to change your original report, you will be able to clarify or update information at any time.

How to Report by Phone

1. Call EthicsPoint at 866-294-3564
2. **Indicate the kind of report** you'd like to make from the available choices
3. Listen to the anonymity information very carefully to ensure you do not compromise your identity in the reporting process. **Say "I agree."**
4. Verbally provide specific information about the incident, including people engaged in the incident; what occurred; and the location, time and date of the incident
5. You will then be asked to **create a password**. The EthicsPoint system will also generate an identification code called a **Report Key**. Write down both the password and the report key and keep them in a safe place. You will need them to follow-up later, or if you ever want to review or amend your report.

Follow Up by Phone

Three to five days later, call EthicsPoint at 866-294-3564 to see if there are any follow-up questions or requests.

1. This time, ask to perform a follow-up
2. Provide your Report Key and Password
3. To review your report, ask the compliance specialist. You will be told if your company has entered questions about your report.
4. You will have the opportunity to verbally provide additional details

Note: You may call any time to review your report, answer questions, and add information. While you will not be able to change your original report, you will be able to clarify or update information at any time.