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About EthicsPoint

What is EthicsPoint?

EthicsPoint is a confidential reporting mechanism created by NAVEX Global and selected by AUB to advance its efforts to address discrimination and harassment in support of a safe and inclusive learning and working environment.

Why do we need a system like EthicsPoint?

By creating open and multiple channels of communication, we can promote a positive and non-discriminatory environment for learning, teaching, research, and service. Providing constituents with a third party, independent, and anonymous reporting tool is also considered best practice.

Reporting – General

How are reports submitted*?*

With EthicsPoint, you have the ability to file a confidential and anonymous report of discrimination or harassment via the Internet at **www.aub.ethicspoint.com**.

What type of situations should I report?

AUB is using the EthicsPoint system for students, faculty, staff or others to report any suspected violation of the University's "Non-Discrimination and Anti-Discriminatory Harassment" or "Sexual Harassment" policies. Prohibited conduct includes unwelcome sexual advances, non-consensual sexual contact, sexual exploitation, adverse employment or educational ac on based on a protected characteristic, bias-related harassment, and stalking. A more detailed list of issues is included in the online reporting form that can be accessed via "Make A Report" on AUB's EthicsPoint web page: **www.aub.ethicspoint.com**. If you report an incident that is not covered under the policies above, it will be referred to the appropriate official at AUB.

If I see a violation, shouldn't I just report it to my professor, manager, a protection officer, or someone in Human Resources?

The University recognizes the serious and sensitive nature of incidents involving discrimination and harassment, and our policies and processes have been designed to enable you to report incidents directly to the Title IX Coordinator. All faculty, managerial level staff, and protection officers are obligated by University policy to report incidents involving discrimination and harassment to the Title IX Coordinator. If you prefer to discuss the matter with a professor, colleague, supervisor, or someone in Human Resources, we encourage you to do so and they will

forward the report to the Title IX Coordinator as needed. If you do not feel comfortable reporting the incident to anyone, we would rather you report 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 learn and work in a positive environment, and 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, safe, and productive environment.

Does University leadership really want me to report?

Certainly. In fact, we *need* you to report. 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 community. By identifying patterns of incidents, and by addressing these issues, we can improve the climate on campus.

Where do these reports go? Who can access them?

Reports are entered directly on the EthicsPoint secure server to prevent any possible breach in security. EthicsPoint makes these reports available only to specific individuals within the University who are charged with evaluating the report and addressing these issues.

What if I want to submit a report about the person who normally receives this type of complaint?

EthicsPoint is configured to bypass anyone in the reporting line if they are a "responding party" to the complaint. The report will go instead to the "System Advocate" who is outside the AUB operational hierarchy and is designated by AUB to address these types of allegations.

Isn't this system just an example of someone watching over me?

The EthicsPoint system concentrates on being a positive aspect of our overall philosophy, and is part of our collective efforts to ensure a safe, secure, and ethical environment. You may submit an incident report, communicate a concern, or provide positive suggestions using this service.

Reporting Security & Confidentiality

It is my understanding that any report I send from an AUB computer (or using University internet access) generates a server log that shows every website that my PC connects with; won't this log identify me as a report originator?

You have the option of sending a report from a computer or mobile device from outside campus. In fact, many people choose this option. EthicsPoint 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 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. Plus, EthicsPoint is contractually committed not to pursue a reporter's identity.

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 is designed to protect 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: "From my office on the 4th floor next to John Smith…" or "In my 33 years….".

What if I want to be identified with my report?

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

Tips & Best Practices

I am aware of some individuals involved with unethical conduct, but it doesn't affect me. Why should I bother reporting it?

The University chooses to promote ethical behavior. All unethical conduct, at any level, ultimately hurts the University and all members of our community.

I am not sure if what I have observed or heard is a violation of University policy, or involves unethical conduct, but it just does not look right to me. What should I do?

File a report. EthicsPoint 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 because you weren't sure.

What if a professor, manager, or someone directly involved in oversight of my education, research, or employment is involved in a violation? Will they receive the report?

The EthicsPoint system and report distribution are designed so 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 the university has further questions for me concerning my report?

When you file a report at the EthicsPoint website, you receive a unique user name and are asked to choose a password. You can return to the EthicsPoint system again and access the original report to add more information or answer any questions posed by an AUB official.

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.