

Tufts University

Anonymous Reporting Hotline Categories

1. Financial Matters
2. Conflict of Interest
3. Discrimination or Harassment Matters
4. Environmental Health and Work Place Safety Matters
5. Other Regulatory Compliance Matters
6. Fraud
7. Public Safety Issues
8. Student Hazing
9. Scientific Misconduct: use the research misconduct hotline administered by the Office of the Vice Provost (617-636-2492)
10. Other



Anonymous Reporting Hotline

From the President

In all of our professional activities, Tufts employees must seek to achieve the highest levels of integrity and honesty. Those of us who are entrusted with the university's resources owe it to our students, to their parents, to Tufts' supporters, and to each other to use these resources responsibly. Part of the educational mission of Tufts is to instill our students with certain core values, including those of honesty, integrity, and respect. Each of us who works at Tufts has the opportunity to contribute to this aspect of our mission by demonstrating these values in our own professional capacities.

If a business practice does not seem right, you should be comfortable reporting your concern so that it can be properly investigated. If you do not wish to discuss a matter with a colleague or supervisor, Tufts has an agreement with EthicsPoint, Inc. to support an anonymous reporting option. This brochure describes how to use the anonymous reporting option and addresses the most frequently asked questions.

Thank you for all that you do to support ethical teaching, research, and administrative activities at Tufts.

Sincerely,

Anthony P. Monaco
President, Tufts University

Is the Anonymous Reporting Hotline the only way to report suspected problems?

No. The Anonymous Reporting Hotline is being provided as an additional communications option for employees. We recommend first speaking with your supervisor or other appropriate level of management within your organization to report any suspected problems. If your concern particularly involves fiscal misconduct, you also have the option of contacting the director of Audit & Management Advisory Services at 617-627-2068.

How do I benefit if I call the Anonymous Reporting Hotline?

Fraud and serious violations of policies can often penalize the entire university due to the loss of resources and the negative impact the violations could have on the institution's reputation. Avoiding or correcting such problems benefits not only yourself, but the entire community of students, fellow employees, and constituents.

If I make a report, how will I be affected?

Tufts' policy addressing the misuse of university assets and reporting of suspected fraud indicates the following: *"It is the policy of Tufts University that any person is free to lawfully disclose whatever information supports a reasonable belief of suspected employee misconduct. The university is committed to protecting employees from interference when making such disclosures. An employee may not retaliate against another employee who has made a disclosure and is also prohibited from directly or indirectly using the official authority of his or her position or office for the purpose of interfering with the right of the employee to make a disclosure."*

QUESTIONS AND ANSWERS

- Tufts' anonymous reporting hotline uses a web-based interactive format for reporting suspected wrongdoing, including fiscal or regulatory misconduct, conflict of interest, workplace harassment, and health and safety concerns.
- The hotline is available 24 hours a day, 365 days a year by using your browser to go to the following web address:
https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7182
- Alternatively, you can go to www.ethicspoint.com, click on "File a Report", and then enter "Tufts University" under "Enter Organization Name".
- You may also call in your report to Ethicspoint by dialing 1-(866)-384-4277 toll-free. A trained dispatcher will take your information and pass it along via an email alert to Tufts Audit & Management Advisory Services (AMAS) for follow-up.
- The hotline is designed to assure anonymity if you choose not to identify yourself.

How does the Anonymous Reporting Hotline work?

The service is provided by an independent company, EthicsPoint, Inc. It is available 24 hours a day, 365 days a year. When you access the website or call, you are asked to describe the nature of the suspected problem. If you use the web-based service, you complete a form questionnaire. After your report is submitted, EthicsPoint notifies the appropriate Tufts official and the director of Audit & Management Advisory services within one business day.

When should I use the Anonymous Reporting Hotline?

You are encouraged to speak with your supervisor or other appropriate manager in your organization as the primary means to resolve your concern. However, a situation may exist where you feel uncomfortable discussing the matter with your supervisor. A particular issue may require the assistance of an independent source to investigate the facts and circumstances surrounding it or to confidentially address your concern. In such an instance, the Tufts Anonymous Reporting Hotline may be the most appropriate resource to report and address your concern.

Do I have to identify myself?

No. You have the option of identifying yourself but only if you want to. No one will know that you called EthicsPoint or submitted a report through the website unless you want to self-identify.

Is the phone call recorded or can the electronic report be traced back to me?

No. Phone calls are not recorded and information provided through the website is maintained by EthicsPoint and has been designed not to provide traceability back to the source.

What happens after I submit a report using the Business Misconduct Anonymous Reporting Hotline?

Audit & Management Advisory Services receives notification of a submitted report within one business day. In accordance with the reporting category, designated university vice presidents and directors are also alerted; however, if a designated individual is implicated in a report, that individual will not be notified and will be denied access.

Will there be an investigation after the information is reported to the university?

If sufficient information or evidence is provided, an investigation will occur. Whether an investigation is initiated depends on several factors, such as the nature of the information and the extent to which it can be verified, the specificity of the details provided, and (if applicable) the amount of supporting documentation that the reporter can provide using the EthicsPoint file upload reporting option.

How do I stay involved after I contact the Anonymous Reporting Hotline?

After you submit your report through the hotline, you may be requested to provide additional information to initiate or complete the investigation. When you submit the report, you will be issued a Report Key. Please write it down and keep it in a safe place. We ask you to use this Report Key along with a password of your choosing to return to EthicsPoint through the website or telephone hotline in 10 business days. By returning in 10 business days, you will have the opportunity to review any follow-up questions and, if you wish, to submit more information.

What if I suspect something is wrong, but not sure?

Many problems are uncovered as the result of concerns expressed by individuals who are not sure of all the facts, but are sufficiently concerned about how the problems may affect Tufts. That is okay. The information you provide will be evaluated and a determination made as to whether any further investigation is warranted.