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Integrity at work

# Ethicspoint®

## How to File a Report

**What is Ethicspoint®:** NMSU has chosen Ethicspoint® to provide an anonymous and confidential reporting tool to communicate misconduct and promote a positive work environment. Addressing misconduct and other concerns in the workplace early on will help minimize negative morale issues and financial impact to the University and its employees.

**What to Report:** Situations, events or actions by individuals or groups that you believe carry a negative impact on the University and its constituents' well-being or are detrimental to morale, productivity, or personal safety. **Frivolous or unfounded reports do not help foster a positive workplace.**

If you are uncertain if a situation violates university policy, is illegal or constitutes harassment or discrimination, please use Ethicspoint® to obtain clarification. We would much rather have you ask than let potential problems go unchecked. However, Ethicspoint® should not be used for immediate threats to life or property. These types of reports should be directed to 911.

**How to File a Report:** Reporting is as easy as 1-2-3.

1. Access Ethicspoint® to report
2. Complete a report
3. Follow up two weeks later

Ethicspoint® is carefully designed to maintain your confidentiality and anonymity at every step. Step-by-step instructions guide you to help ensure that you do not inadvertently compromise its safeguards.

**Step 1: Access Ethicspoint® to report:** Use any **one** of these two convenient channels of communication.

| Internet  | Toll-Free Phone   |
|---|---|
| From any computer having Internet access (home, public library, neighbor, etc.), go to <a href="http://www.ethicspoint.com">www.ethicspoint.com</a> and click on "File a Report". | Call Ethicspoint's toll-free hotline at 1-866-ETHICSP (1-866-384-4277). A compliance specialist will assist you in entering your report into the Ethicspoint® system. |

**Para hacer una denuncia en español confidencialmente, favor de llamar 1-866-384-4277**

**Step 2: Complete a Report:** Following the on-screen or compliance specialist's instructions, please complete a report, being as thorough as you can.

1. Specify what kind of report you'd like to make from the available choices.
2. Please read or listen to the anonymity information very carefully. It helps to ensure that you do not compromise your identity during the reporting process. Click on or say "I agree."
3. You will now complete the report, providing information about the incident, including:
  - **Who:** persons engaged in the incident, including titles;
  - **What:** what specifically occurred;
  - **Where:** the location of the incident; and
  - **When:** the time and duration of the incident.

4. Next, you will be asked to create a password. Then the Ethicspoint® system will generate an identification code called a "Report Key." Write them both down, 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.

**Step 3: Follow-Up Two Weeks Later:** Two weeks after you complete your report, please return to the Ethicspoint® system to see if the University has any follow-up questions or requests.

1. Reconnect with the Ethicspoint® system using any of the two channels of communication: **Internet or Toll-Free Phone.**
2. This time click on (or ask to perform) a Follow-Up.
3. Provide your Report Key and Password.
4. You can now elect to review report details, respond to questions, and add information.
  - To review your report, just click "Review Report Details" or ask the compliance specialist (if you are using the telephone).
  - You will be told if the University has entered questions about your report. Answer the questions verbally or by typing in the question boxes and click "Submit".
  - You can add information to the report verbally or by using the "Submit New Information" box.
5. If you have agreed to participate in an EthicsChat®, 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 EthicsChat® is a real-time communication between you and a University representative to clarify details and answer questions. Like the rest of the Ethicspoint® system, it is confidential and anonymous.*
6. You may return regularly to review your report, answer questions, and add information.