OU Report It!

An anonymous reporting ethics hotline for staff, faculty, students, and the OU community.

1. Purpose of the hotline

2. Types of issues to report

3. How to report

4. What to include

5. What happens when you raise a concern

Carolyn Clink
Audit Director, The University of Oklahoma
Report It! / EthicsPoint Incident Management System Administrator

OU REPORT IT!

HOTLINE

OU Report It!

An anonymous reporting ethics hotline for staff, faculty, students, and the OU community.

Purpose:

- To provide a simple and anonymous way for employees and students to report concerns or possible misconduct without fear of retaliation.

- To make OU a place of belonging for all and to build a safe workplace, positive learning environment, and inviting community.

- To foster an environment of integrity, respect, and the highest ethical standards, maintaining customer and public confidence in our institution and operations.

- To help prevent the possible escalation of issues and improve organizational culture.

OU REPORT IT!

HOTLINE

OU Report It!

An anonymous reporting ethics hotline for staff, faculty, students, and the OU community.

The OU Report It! hotline enables reporting on the following types of issues:

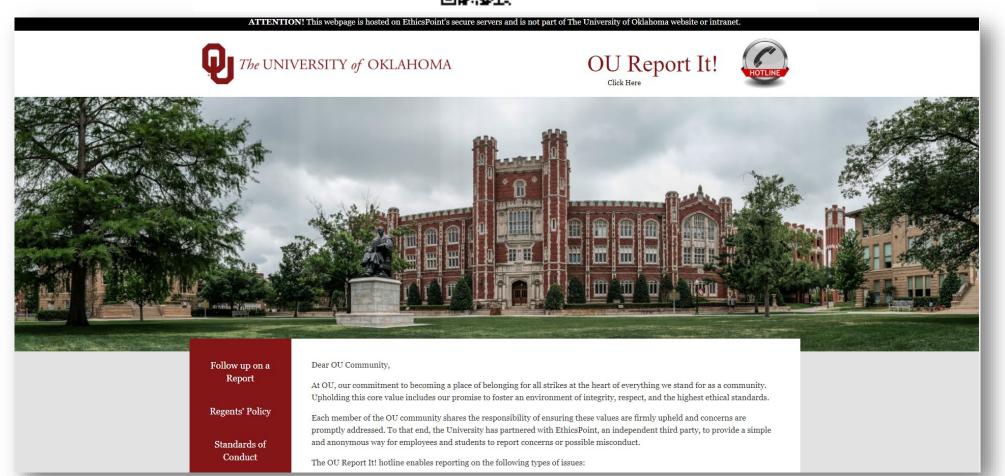| Human Resources	Student Affairs	Institutional Equity
Employee misconduct involving faculty, staff, or student employees	Student related issues, including misconduct, campus living, student activities, and safety	Discrimination, harassment, or institutional equity issues involving faculty, staff, or students
Academics	**Accounting and Financial**	**Athletics**
Academic-related matters, including academic misconduct and faculty concerns	Accounting or financial issues, including fraud, waste, or abuse	All issues dealing with the University's athletics department or program
Safety	**Regulatory/Policy Compliance**	**Research**
Unsafe conditions, environmental issues, or other safety issues, including safety of minors	Regulatory and policy compliance matters, including conflicts of interest, HIPAA, and intellectual property	Research compliance and integrity matters

OU REPORT IT!

HOTLINE

OU Report It!

An anonymous reporting ethics hotline for staff, faculty, students, and the OU community.

Submit a report by calling, scanning the QR code, or visiting the website

844-428-6531 | | ou.ethicspoint.com

ATTENTION! This webpage is hosted on EthicsPoint's secure servers and is not part of The University of Oklahoma website or intranet.

The UNIVERSITY of OKLAHOMA

OU Report It!
Click Here

Follow up on a Report

Regents' Policy

Standards of Conduct

Dear OU Community,

At OU, our commitment to becoming a place of belonging for all strikes at the heart of everything we stand for as a community. Upholding this core value includes our promise to foster an environment of integrity, respect, and the highest ethical standards.

Each member of the OU community shares the responsibility of ensuring these values are firmly upheld and concerns are promptly addressed. To that end, the University has partnered with EthicsPoint, an independent third party, to provide a simple and anonymous way for employees and students to report concerns or possible misconduct.

The OU Report It! hotline enables reporting on the following types of issues:

OU Report It!

An anonymous reporting ethics hotline for staff, faculty, students, and the OU community.

Whistleblower Policy

HIPAA

OU Advocates

Student Conduct Policies

Behavioral Intervention Team

OUPD

Useful Links

Human Resources	Student Affairs	Institutional Equity
Employee misconduct involving faculty, staff, or student employees	Student related issues, including misconduct, campus living, student activities, and safety	Discrimination, harassment, or institutional equity issues involving faculty, staff, or students
Academics	**Accounting and Financial**	**Athletics**
Academic-related matters, including academic misconduct and faculty concerns	Accounting or financial issues, including fraud, waste, or abuse	All issues dealing with the University's athletics department or program
Safety	**Regulatory/Policy Compliance**	**Research**
Unsafe conditions, environmental issues, or other safety issues, including safety of minors	Regulatory and policy compliance matters, including conflicts of interest, HIPAA, and intellectual property	Research compliance and integrity matters

The University takes these matters extremely seriously and is committed to holding individuals, regardless of rank, accountable for their actions when they are found to violate University policy. Let's all do our part to make OU a safe and inviting community.

Live On, University,

Joseph Harroz, Jr.
President

Make a Report

EthicsPoint is NOT a 911 or Emergency Service:
Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please contact your local authorities.

OU REPORT IT!

HOTLINE

OU Report It!

An anonymous reporting ethics hotline for staff, faculty, students, and the OU community.

Human Resources	Employee Misconduct	Details
	HR Policy Violations	Details
	Other Human Resources Issues	Details
Student Affairs	Campus Living or Student Activities / Organizations	Details
	Student Misconduct	Details
	Student Safety	Details
Institutional Equity	Bias, Prejudiced Behavior, or Harmful Speech	Details
	Equal Employment Opportunity Concerns or Disability Matters	Details
	Sexual Misconduct, Gender Discrimination, or Sexual Harassment	Details
Academics	Academic Misconduct	Details
	Faculty Concerns	Details
Accounting and Financial	Financial Mismanagement	Details
	Improper Supplier or Contractor Activity	Details
	Theft/Embezzlement	Details
Athletics	Conference or NCAA Rules Violation	Details
	All Other Athletics Concerns	Details
Safety	Environmental, Health, and Safety	Details
	Safety of Minors on Campus	Details
Regulatory/Policy Compliance	Conflict of Interest or Commitment	Details
	Data Privacy (FERPA/HIPAA) or Integrity Violations	Details
	Intellectual Property Infringement	Details
	Patient Care	Details
	Other Policy/Compliance Issues	Details
Research	Grant Mismanagement	Details
	Research Misconduct or Integrity	Details
	Animal Care or Human Participant Safety in Research and Testing	Details

OU REPORT IT!

HOTLINE

OU Report It!

An anonymous reporting ethics hotline for staff, faculty, students, and the OU community.

<u>When making a report, what to include</u>:

✓ Optional to remain anonymous or provide name and contact information

- To protect your anonymity, take care with the information you provide

✓ Provide details regarding the issue that will assist in evaluation and ultimate resolution of this situation:

- Describe the incident/issue and involved individuals, and how you became aware of the issue

- Location and timing of the incident/issue, and how long there has been an issue

- Witnesses or those aware of issue

- Any persons attempting to conceal the issue and steps taken to conceal it

- Any other information to help in understanding of the issue and those involved

- What resolution you are seeking

✓ Upload documents, pictures, emails, screen shots, or files to support your report

✓ Create a password and SAVE it for future communication

OU REPORT IT!

HOTLINE

OU Report It!

An anonymous reporting ethics hotline for staff, faculty, students, and the OU community.

OU Report It! hotline process: What happens when you raise a concern?

Voice Your Concern

1

After you voice your concern, a case manager will be assigned based on the subject (faculty, staff, or student) and issue (i.e., HR, Institutional Equity, Student Affairs, Safety, etc.).

Initial Assessment

2

The case manager will review the report and develop a plan to address your concerns.

It is important that you maintain your report key to check the case status as the case manager will communicate with you via the key if additional information is needed.

Information Gathering

3

Relevant documents, policies, and procedures will be gathered for review. The case manager may also perform fact-finding meetings with relevant parties.

Review

4

Cases will be assessed, and determination of appropriate outcome will be made, per university policies and established investigative protocols.

Completion

5

A closing notation will be available in the system when the case is closed. We will typically allow 5 days for a response.

OU REPORT IT!

HOTLINE

OU Report It!

An anonymous reporting ethics hotline for staff, faculty, students, and the OU community.

Questions

Submit a report by calling, scanning the QR code, or visiting the website

844-428-6531 | | ou.ethicspoint.com

Carolyn Clink
Audit Director, The University of Oklahoma
Report It! / EthicsPoint Incident Management System Administrator
carolync@ou.edu; 405-325-0743

OU REPORT IT!