



**LEAD THE WAY,
REPORT TODAY!**

CONTACT US

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ETHICAL CONCERN?

*Office of Institutional
Compliance and
Internal Audit*

Frequently Asked Questions

What is Institutional Compliance?

Institutional Compliance comprises of activities that support coordination, management, and monitoring of the risks associated with federal, state and local laws and regulation.

Why is compliance important to the University?

While Chapman has individuals responsible for monitoring compliance with specific laws and regulations in various areas of operations, Institutional Compliance comprises the collective university activities that help to ensure all significant compliance risks are addressed and effectively managed.

What is the Ethics Anonymous Reporting Helpline?

Chapman University has contracted with an outside provider, EthicsPoint Inc. to receive reports regarding concerns over financial irregularities and other ethics related matters.

What if I'm not sure if something is reportable?

Chapman University considers employee concerns very important and desires your cooperation in resolving such issues. However this helpline service does not replace or supersede existing reporting methods at Chapman University. Employees are encouraged to bring concerns directly to their supervisor, Human Resources, or other campus entities as appropriate. EthicsPoint should not be used for immediate threats to life or property. These types of reports should be directed to 911.

How Do I Make an Anonymous Helpline Report?

Public Internet: From any computer having Internet access (home, public library, neighbor, etc.), go to www.ethicspoint.com and enter "Chapman University" in the Organization Name field. Select a reporting category from the "To Make a Report" section.

Toll-Free Phone: Call your EthicsPoint toll-free helpline at (888) 493-1870. A compliance specialist will assist you in entering your report into the EthicsPoint system.

Report Your Concerns

What should I report?

Situations, events, or actions by individuals or groups that you believe carry a negative impact on Chapman University's reputation and financial well being or are detrimental to productivity or personal safety.

What happens after I make a report?

Chapman University assures that reports submitted via EthicsPoint will be handled promptly and discretely. No retaliatory action will be taken against anyone for reporting or inquiring in good faith about potential breaches of Chapman University's policies or seeking guidance on how to handle suspected breaches. Reports submitted through EthicsPoint will be given careful attention by Chapman University and is designed to maintain your confidentiality and anonymity at every step.

Listed below are examples of concerns that you should report through the anonymous helpline.

Academic Affairs

- Academic misconduct
- Cheating / plagiarism

Athletics

- Fraudulent activities
- Misuse of assets, players, or endorsements

Environment Health & Safety

- Environmental pollution
- Unsafe working conditions

Financial Matters

- Theft / embezzlement
- Fraud, waste, or abuse of university resources

Human Resources

- Payroll or time abuse

Information Security

- Misuse of university resources or technology
- Data privacy and security

Public Safety

- Campus security

Research

- Researchers conflict of interest
- Research grant misconduct or misappropriation

Other

- Events, actions, or situations not described above

Visit www.chapman.edu/compliance for additional examples of concerns.