THREE OPTIONS FOR REPORTING COMPLIANCE CONCERNS

OPTION I: Report using your existing supervisory structure.

OPTION III: Report to the Office of Compliance Services

HELINE REPORTING

What can you expect after you make a report to us??

OPTION II: Check the policy. Report the issue using the guidelines specified in the policy.

Always check existing policy. It may contain everything you need to report the matter.

There are five different ways to report under this option.

1) CALL US: Direct call to Compliance at 6-3086, 6-0847, or 6-1398
2) COME VISIT US: Stop by at B159, Billings Library Lower Level
3) SEND US AN EMAIL: To the department mailbox at compliance@uvm.edu
4) WRITE TO US: Send regular or interoffice mail to: Audit & Compliance Services, B159, 48 University Place, Burlington, VT 05405
5) USE THE HELPLINE: 877-310-0413

Using the Helpline is easy and confidential.

The HelpLine is available 24 hours a day, 365 days a year. It is monitored by an outside company and you have the option to report anonymously or to identify yourself.

Call Toll-Free: 877-310-0413

Report Online at: https://secure.ethicspoint.com/domain/media/en/gui/24544/

The circumstances of each report will determine how the investigation proceeds. While each report is handled on a case-by-case basis, you can expect:

Each report is treated as CONFIDENTIAL
Individuals reporting in good faith are afforded PROTECTION FROM RETALIATION
All compliance reports get some level of INVESTIGATION
All individuals reporting receive some level of COMMUNICATION & FEEDBACK (it is your responsibility to safeguard your PIN and to periodically check back for updates)

All reports that have been substantiated will have a CORRECTIVE ACTION PLAN which will be determined based on the findings.

FOR MORE INFORMATION
Ethics and Compliance Reporting & Helpline FAQs: http://www.uvm.edu/~complian/?Page=helplineFAQ.html