

Rigorous accountability standards remind all University departments and colleges of the importance of continually reviewing and improving business practices as well as establishing avenues for providing internal and external feedback. As a result, the University partnered with EthicsPoint (a third-party provider) to establish a **Whistleblower Hotline**. This cutting-edge reporting tool features both a traditional phone-based reporting channel as well as a confidential web-based reporting portal. Whistleblower telephone calls and web submissions are received directly by EthicsPoint – not a University employee. EthicsPoint representatives are specially trained to ensure that your concern is properly routed to University administration, and that your privacy is thoroughly respected.

Faculty and staff are encouraged to report any activity which they believe could be illegal or otherwise improper under applicable law or University policy. Examples of these activities include, but are not limited to, the following:

- unauthorized or inappropriate use or misappropriation of University resources;
- theft, embezzlement, fraud, self-dealing, or private benefit;
- discrimination (i.e., use of any epithet, slur, negative stereotyping, or threatening, intimidating or hostile act) against an employee or potential employee due to a person's race, color, sex, age, religion, national and ethnic origin, disability, marital status, sexual orientation, gender identity or expression, veteran status, genetic information or any other protected class under applicable law);
- sexual harassment;
- violation of the University's Drug-Free Workplace policy;
- conflict of interest;
- breach of confidentiality or privacy;
- any suspected cases of child abuse occurring on University property or involving any University activity  
*Note: The University also encourages everyone to report suspected cases of child abuse directly to law enforcement officials;*
- violation of NCAA regulations;
- violation of the University's policies related to human subjects research, and other research and academic misconduct;
- violation of the University's obligations under federal, state and local grants, contracts and sponsored research agreements; or
- any other conduct which would constitute a violation of any federal, state or local law.

The Whistleblower Hotline Line supplements and complements, rather than replaces, other existing mechanisms and avenues for reporting employee concerns. The whistleblower hotline is not intended to be used as a replacement for normal supervisory reporting lines or interdepartmental interactions.

To learn more about the whistleblower hotline, or to report a concern, please visit [www.hartford.ethicspoint.com](http://www.hartford.ethicspoint.com). Alternatively, if you wish to report a concern via phone, please dial **(844) 256-3946**.

Retaliatory action of any kind taken by an employee of the University of Hartford against any other employee or student of the institution as a result of that person's use of the Whistleblower Hotline is prohibited by University policy, and in certain instances, by law. If an employee is concerned that another individual has retaliated in response to his/her use of the Whistleblower Hotline, then he/she is entitled to file a written complaint under the University's grievance procedure or with the University's Internal Auditor, CC327.

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*This statement provides a summary of the Confidential Telephone Reporting Process/ Whistle Blower Hotline. Please refer to the Staff Employment Manual, Chapter 6.02 - General Expectations (page 5) for the full policy statement.*