

Valparaiso University believes fair and ethical practices are fundamental to a sound academic environment and appropriate business practices. In order to be successful, the University must achieve and maintain a high level of public trust and respect. This trust can be sustained only if the University's directors and employees model the highest standard of ethical behavior. To help ensure that the actions of University employees reflect a commitment to fair and ethical practices, the University has selected EthicsPoint to provide a simple and risk-free method to report anonymously actions that may be fraudulent, dishonest, or illegal.

Specifically, EthicsPoint may be used to report fraudulent, dishonest, or illegal practices by University employees in financial transactions or actions that compromise the risk, health, or safety of the University or members of the University community. The reports will be forwarded to proper University officials for appropriate review and action, but the source of all reports submitted to EthicsPoint can remain anonymous and confidential at the discretion of the person submitting the report. No one submitting a report will be subjected to retaliatory actions for making a report or inquiry in good faith or for seeking guidance on how to deal with potential or suspected improper behavior.

This reporting tool is not intended to replace or supersede existing reporting methods. Valparaiso University employees are still encouraged to express any concerns to their supervisors. If you are uncomfortable using existing channels, however, you are encouraged to take advantage of the anonymity of EthicsPoint. Please note, though, that the hotline should not be used to respond to personnel matters that typically are handled by the [Office of Human Resource Services](#).

To File a Confidential Report

You may use any of the following methods to submit a report:

- Call (toll free) 1-800-445-7078
- Visit the EthicsPoint Web site at www.ethicspoint.com, click on the link to file or follow-up on a report, and enter the name "Valparaiso University."

Your report will be assigned a unique code called a "report key." Write down your report key and password and keep them in a safe place. After 5-6 business days, use your report key and password to check your report for feedback or questions.