

## To Make a Report

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

- \* Telephone: 888-238-1062 (toll free)
- \* Online: [https://secure.ethicspoint.com/domain/en/report\\_custom.asp?clientid=17652](https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=17652)

1. Select BYU–Hawaii tab or logo.
2. Select the appropriate category from the list displayed.
3. Select the issue type that best fits your concerns.
4. Complete the report. After you complete your report you will be assigned a unique code called a “report key.” Write down your report key and password and keep them in a safe place.
5. You may use your report key and password to check your report for feedback or questions. You will receive a response.

For more information call the BYU–Hawaii Compliance Office at (808) 675-3368.

Have a smartphone?  
Go directly to the  
EthicsPoint website to  
make a report using  
this QR code!



BYU-HAWAII COMPLIANCE HOTLINE

## Title IX

Brigham Young University–Hawaii is committed to a policy of nondiscrimination in relation to race, color, sex, religion, nationality, ancestry, age, marital status or disability in admissions, access to treatment, or employment in its educational programs or activities.

The following individual has been designated to handle inquiries regarding BYU–Hawaii compliance with Title IX:

### **Debbie Hippolite-Wright**

Vice President for Student Development & Services

Lorenzo Snow Building

Room 238

55-220 Kulanui St. #1976

Laie, HI 96762

Office Phone: (808) 675-4819

E-Mail: [titleIX@byuh.edu](mailto:titleIX@byuh.edu)

## Issues regarding Sexual Harassment

Call Sexual Harassment 24-hour hotline  
(808) 780-8875.

Revised: March 20, 2014

# Compliance Hotline



## What Is The Compliance Hotline?

The hotline is a telephone service or web connection through which employees can anonymously report suspected compliance problems and concerns.

## Objectives

The compliance hotline provides a way for employees to obtain information about compliance issues and report instances of suspected noncompliance. Under normal circumstances, compliance issues should be addressed through regular administrative channels. The hotline may be used after all options of the normal administrative channels have been exhausted, or by those wishing to retain anonymity.

## What Should Be Reported On The Hotline?

Report suspected legal noncompliance and unethical behavior in the following areas:

- Accounting and financial: waste, theft or abuse or misuse of university resources.
- Human resources: sexual harassment, discrimination, retaliation, or employee misconduct.
- Information privacy: breach of private information or copy right.
- Information technology: inappropriate usage, software piracy, or hacking.
- Research: misconduct in research or misuse of federal research funds.
- Risk and Safety: work place health, safety, or environmental concerns.
- Substance abuse: consumption of alcohol or illegal drugs or misuse of legal drugs.

## What Should Not Be Reported?

- Emergencies that pose immediate threat; use Campus Security 808-675-3406 or call 911.
- Complaints about customer service, tuition, grades, etc.; instead contact the appropriate department.
- Honor code violation; instead contact the honor code office at 808-675-3531.

## How The Hotline Works?

To ensure anonymity, BYU–Hawaii has contracted with EthicsPoint, an outside service provider, to manage its compliance hotline. Upon receipt of a call, EthicsPoint forwards the information to BYU–Hawaii’s Compliance officer, who will review with the Office of the General Counsel to determine an appropriate response.

## Non-Retaliation

BYU–Hawaii policy prohibits retaliation for good-faith reporting of possible violations of policy or law. If, because of a hotline report, the employee feels he or she is being retaliated against, he or she may seek redress through BYU–Hawaii’s policies or through state or federal law.

**Questions and concerns about retaliation can be addressed to Debbie Hippolite-Wright.**

**Phone: (808) 675-4819**

**E-mail: [titleIX@byuh.edu](mailto:titleIX@byuh.edu)**

