To Make A Report

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

- Telephone: 888-238-1062 (toll free)

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 an answer.

For more information call the BYU–Hawaii Compliance Officer at (808) 675-3368
Objectives
The compliance hotline provides a confidential 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.

Complaints
The compliance hotline is not a complaint hotline. Only matters involving compliance with BYU–Hawaii policy or procedure, or federal, state, or local law or regulation, will be investigated. Employees with other complaints are advised to pursue normal administrative channels.

Supervision Of Hotline
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 University’s Working Compliance Committee and 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 Eugenia Lawrence.

Phone: (808) 675-3675
E-mail: lawrence@byuh.edu