

## UCONN'S REPORTLINE Frequently Asked Questions

**1. Why does UConn have a REPORTLINE?**

UConn is committed to fostering a culture of compliance, which includes encouraging a speak-up culture. Providing an avenue for individuals to share concerns regarding potential violations of policies and/or law allows UConn the opportunity to address potential wrongdoing and strengthen processes and systems.

**2. When I submit a report through the REPORTLINE, who receives it?**

The Office of University Compliance receives a notification via email that a report has been submitted through the REPORTLINE.

**3. What if I am not sure if there is an actual compliance concern – can I ask for guidance using the REPORTLINE?**

Yes. Staff in the Office of University Compliance will provide guidance and information for inquiry-only type reports. If you submit an anonymous question through the REPORTLINE, because of the anonymous nature of the system, you will need to affirmatively log back into the system using the unique pin number to access the response from University Compliance.

**4. Do I have to submit my compliance concern anonymously?**

No. If you wish to use the REPORTLINE, there are options to provide your name and contact information. If this is provided, University Compliance can communicate with you directly regarding any follow-up, whether it be a reported concern or a request for guidance.

**5. What should I make sure I include in a report that I submit through the REPORTLINE?**

Be sure to include specific information. This allows University Compliance to fully understand the nature of the concern and conduct a thorough review. When submitting a report through the REPORTLINE, please try to include the following information, if known:

- What (specifically) occurred?
- Who was involved and what was their role? (Having full names as well as job titles or departments is helpful)
- Where did the conduct or incident occur?
- When did it occur? If it is an on-going issue, when did it begin and how often does it occur? If there are specific dates or times, that will be helpful in conducting a thorough review.
- Are there any documents or evidence regarding the conduct that you can share? Please note the REPORTLINE web form allows reporters to upload PDF files of

additional documentation. If a reporter utilizes the REPORTLINE call center, they can later submit a follow-up report utilizing the web form later to include additional documentation to the file.

**6. Will my report be kept confidential?**

University Compliance will make every effort to keep the report private, to the extent that the law and University policy allows. Information is only shared regarding the reported concern with the select few who may have a direct need to know. In these circumstances and when possible, University Compliance makes every effort to ensure the information shared does not include reporter identification, or any information that could potentially lead to the reporter being identified. Confidentiality is a legal privilege held by a narrow group of professions under specific circumstances; therefore, it cannot be guaranteed in these circumstances.

**7. Can I meet with a staff member in University Compliance after submitting a report?**

Yes. University Compliance is always willing to meet with reporters to gather further information. It is important that a reporter understand that while University Compliance will take all action to keep a reporters identity private, they would not be able to guarantee anonymity in this circumstance.

**8. Will I know what the outcome of my report was?**

Most reported concerns tie into personnel issues, therefore the results of a review or investigation are usually not shared with a reporter. This is out of respect for all parties involved and for the integrity of the process. University Compliance will, however, update the status of the reported concern through the REPORTLINE. Therefore, reporters who utilize the system will know if the matter is still pending or has been resolved.

**9. What does the term “in good faith” mean when you talk about reporting?**

A report “in good faith” is a report made with an honest and reasonable belief that a university-related violation of law or policy may have occurred. Conversely, a “bad faith report” is a report made that is knowingly false and/or made with malicious intent.

**10. If I am an employee who is considering utilizing the REPORTLINE to make a report, what other resources might I utilize to help me with my concerns?**

There are several resources for employees at UConn to help in navigating workplace situations. The Office of the Ombuds is a neutral and confidential resource where employees can engage in productive discussion regarding conflict resolution and explore solutions to existing concerns or problems (<https://ombuds.uconn.edu/>). The Employee Assistance Program is also a confidential resource for employees and provides brief counseling and/or referrals for services to assist with personal and/or work-related circumstances impacting job performance, health, mental and emotional well-being (<https://hr.uconn.edu/employee-assistance-program/>).