

How Do I Report Compliance Concerns Anonymously?

To **anonymously** report potential violations of laws, regulations, or University policies, or to seek guidance on following the right course of action consistent with applicable laws and University policies, use the *Compliance and Ethics Helpline*. The *Helpline* is administered by an outside company (not the University). Both the telephone reporting line (tel. 1-855-350-9396) and online reporting portal (www.thecatholicuniversityofamerica.ethicspoint.com) are available 24 hours a day, 7 days a week. The telephone line is toll free.

The *Helpline* is not a complaint line. Matters that do not involve violations of law or policy, or requests for guidance regarding law or policy, should be addressed through normal administrative channels.

Do not report immediate emergencies or threats to safety or security through the Helpline. Emergencies and threats to safety and security on campus should be reported to the Department of Public Safety (202-319-5111). Off-campus emergencies and threats should be reported to local emergency responders (911).

Why does the University have the Compliance and Ethics Helpline?

In support of its mission and core values, the University is committed to conducting its activities with the highest integrity and ethical standards, in compliance with all applicable laws and regulations, and in accordance with all University policies. The *Helpline* is an integral part of the Compliance and Ethics Program, and enables the University to prevent and correct potential compliance deficiencies and thereby support its mission and values.

What should I report through the Compliance and Ethics Helpline?

You should report any concerns you have regarding potential violations of laws, regulations or University policies. You also may simply ask for guidance. The following is a list of a few areas that are highly regulated and where compliance issues may arise:

Conflicts of interest	Gift or grant administration
Environmental or occupational safety	Information security or privacy
Equal opportunity, discrimination or harassment	NCAA/Athletics
Financial aid administration	Privacy/Information security
Fraud, theft or other financial irregularities	Policy violations
	Sponsored research

What if I don't have all the facts, or I'm unsure if there has been a violation of law or policy?

If you are concerned, don't let it go! Even if you are unsure about the facts or whether a violation of law or policy has occurred, you should still report your concerns. All good faith reports, regardless of whether they are substantiated, may be made free from fear of retribution per the University's [Reporting Ethical Misconduct and Non-Retaliation Policy](#).

What happens when I contact the Compliance and Ethics Helpline?

Telephone reports will be received by a representative from the outside company that administers the *Helpline*. At the conclusion of the call the representative will inform you how to follow up for the status of your report. The representative then will forward your report to the University's Chief Ethics and Compliance Officer for review. Online reports will be forwarded to the Chief Ethics and Compliance Officer automatically via the portal. The status of your report can be obtained by calling the *Helpline* or visiting the portal and providing a unique password known only to you.

What if I have further questions about the Compliance and Ethics Helpline?

If you have questions about the *Helpline*, the University's Compliance and Ethics Program, or about following the right course of action with respect to University policies, please contact Vin Lacovara, Chief Ethics and Compliance Officer (tel. 202-319-6170 or CUA-COMPLIANCE@CUA.EDU).