

# THE RIDER EthicsLine



A confidential reporting line for Rider University employees



**1-888-458-6370**

Lawrenceville & Princeton, N.J.

All Rider University employees have a personal responsibility to ensure that University business is conducted in a professional and ethical manner. If you have a question or know of a situation in which you're unsure of what to do, you can talk to your supervisor or to your department head, or report your concerns to one of the following:

- Financially related misconduct should be reported to Jennifer Potter, Associate Vice President and Controller, at ext. 5009.
- Non-financial misconduct should be reported to Rob Stoto, Associate Vice President for Human Resources and Affirmative Action, at ext. 5683.
- If an employee is concerned with confidentiality or wishes to remain anonymous, they may contact The Rider EthicsLine. This brochure explains how it will work.

## WHAT IS THE RIDER EthicsLine?

The Rider EthicsLine is a way to voice your concerns. You can call a toll-free service 24 hours a day, seven days a week, to ask work-related questions or to report information you may have about a possible dishonest or fraudulent activity.

## THE RIDER EthicsLine:

**1-888-458-6370**

or online at

<https://secure.ethicspoint.com>

and click on "File a New Report"

## WHAT SHOULD I REPORT?

You can report any workplace issue. It doesn't replace processes that we already have in place – such as talking with your supervisor, department head, division head, or the Human Resources Department – but it does provide you with another way to voice your concerns about potential issues like:

- Inappropriate business courtesies and gifts
- Bribes or kickbacks
- Conflicts of interest
- Discrimination
- Sexual harassment
- Employee benefits fraud or abuse
- Health, safety and environmental issues
- Criminal violations
- Theft and fraud
- Fraudulent billing
- Misuse of property, technology or confidential information

Rider will not retaliate or allow retaliation against any worker who, in good faith, reports a suspected violation.

## WHAT IF I DON'T KNOW ALL OF THE DETAILS?

Contact the Rider EthicsLine about anything that concerns you. Even if your information is incomplete, it could prevent a serious situation.

## DO I HAVE TO GIVE MY NAME?

No. This service is a confidential resource for you to ask questions and voice ethical concerns.

## WHAT HAPPENS WHEN I CALL THE RIDER EthicsLine?

Calls are answered by trained staff who specialize in listening and talking with callers who have concerns. These respondents are not employees of Rider. At the end of the call, you will be given a confidential identification number and a specific date to call back to check on the status of the situation you reported.

## ARE CALLS EVER RECORDED?

No. Call tracking, tracing and recording devices are never used.

## WHAT HAPPENS AFTER I CALL?

A summary of your report/concerns is prepared. This summary will not contain any identifying information. The report is forwarded to Rider for review and investigation and when appropriate, corrective action is taken.

The results of the investigation will be provided to you by Rider EthicsLine staff when you call back and provide your confidential identification number.

**Rider University is committed to high ethical standards.**