

# LANGSTON UNIVERSITY

## CONFIDENTIAL REPORTING SYSTEM

### What is the Langston University Confidential Reporting System?

Langston University has selected EthicsPoint to provide easy ways to discreetly and confidentially report activities that may involve criminal, unethical, or otherwise inappropriate behavior in violation of LU policies. By using the system, we can work together to address fraud, abuse, misconduct, and other violations, while helping to cultivate a positive environment. Addressing misconduct and other concerns early on will help minimize negative morale issues and financial impact to LU employees, vendors and students.

### How to File a Report

The System is carefully designed to allow you to maintain your confidentiality when submitting and following up on a report. Step-by-step instructions guide you to help ensure that you do not inadvertently compromise your identity.

**Step #1-Click on the [EthicsPoint link](#) on various LU webpages or call 1-866-294-8692**

**Step #2-Click on “Langston University” as the location.**



#### Our Commitment

The Board of Regents for the Oklahoma Agricultural and Mechanical Colleges (OSU/ASM) recognizes its obligation to students, faculty, staff and other stakeholders to maintain the highest ethical standards. To facilitate this, EthicsPoint has been selected to provide you with a simple way to anonymously and confidentially report activities that may represent issues of concern, misconduct or violations of law or institutional policies and procedures.

Members of the institutional community are encouraged to continue to report concerns through regular lines of communication such as management, Human Resources or the Affirmative Action Department. The EthicsPoint system simply provides an additional means of reporting and enables individuals to report such issues anonymously.

Reports submitted via EthicsPoint will be handled promptly and discreetly. Facts will be made available only to those who need to know in order to address the issues reported. EthicsPoint and the institution are committed to safeguarding the confidentiality of individuals who submit reports.

Anyone making a report is encouraged to call back the toll-free number or return to this web site within 10 business days using the unique Report Key assigned by EthicsPoint and your private password. The institutional investigator may have information for you regarding your report, or may request further information from you in order to complete an investigation.










No retaliatory action will be taken against anyone for reporting or inquiring in good faith about potential breaches of institutional policies and procedures or for seeking guidance on how to address suspected misconduct.

**EthicsPoint is NOT a 911 or Emergency Service:** Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please contact your local authorities.

#### To Make a Report

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

- Choose a location:

-  Connors State College  
President: Dr. Ron Rammung | Established: 1908  
Rt. 1 Box 1009 Vian, OK 74469 | 918-463-2993
-  Langston University  
Interim President: Dr. Ruth Ray Jackson | Established: 1897  
P.O. Box 907 | Langston, OK 73050 | 1-877-465-2231
-  Northeastern Oklahoma A&M College  
President: Dr. Kyle Stafford | Established: 1919  
200 I. Street NE, Miami, OK 74354 | 918-542-8441
-  Oklahoma Panhandle State University  
President: Dr. Julie Dinger | Established: 1909  
P.O. Box 430 Goodwell, OK 73939 | 580-349-2611
-  Oklahoma State University and OSU System  
Stillwater, OK 74078 | 405-744-5000  
President: Dr. Kayse M. Shrum | Established: 1890
-  OSU-Oklahoma City  
900 N. Portland Ave. | Oklahoma City, OK 73107 | 405-947-4421
-  OSU-Tulsa  
700 North Greenwood Ave. | Tulsa, OK 74106 | 918-594-8000
-  OSU-Institute of Technology  
1851 East 4th | Okmulgee, OK 74447 | 918-293-4678
-  OSU-Center for Health Sciences  
1111 W. 17th St. Tulsa, OK 74107 | 918-582-1972


OR










- Dial toll-free, within the United States, Guam, Puerto Rico and Canada: **866-294-8692**


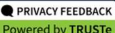
After you complete your report you will be assigned a unique code called a "report key." Write down your report key and password and keep them in a safe place. After 10 business days, use your report key and password to check your report for feedback or questions.

### Step #3-Choose “Human Resources” to make a report regarding misconduct, harassment, discrimination, or working conditions.

**ethics.point** You are now in an EthicsPoint Secure Area | [File a Report](#)



You are currently in the confidential and secure reporting structure of EthicsPoint. Below are the choices available to you. Please click on the arrow (  ) to select the type of report you would like to make.

Langston University, Langston	
 <b>Financial</b>	Accounting, auditing, or financial matters.
 <b>Research</b>	Issues dealing with the Institution's research programs.
 <b>Human Resources</b>	Misconduct, harassment, discrimination, or other working conditions.
 <b>Athletics</b>	Misconduct or violations of institution policies or NCAA regulations.
 <b>Risk and Safety Matters</b>	Environmental, public safety, or working conditions concerns.
 <b>Medical</b>	Issues related to the Institution or student health center services.
 <b>Information Technology</b>	Data privacy or integrity, inappropriate use of technology, software piracy or copyright infringements.
 <b>Academic/Student Affairs</b>	Issues dealing with students or academic affairs.
 <b>Other</b>	Other issues that do not seem to fit in the above categories.

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### Step #4-Click on the type of report you would like to make.

You are currently in the confidential and secure reporting structure of EthicsPoint. Below are the choices available to you. Please click on the arrow (  ) to select the type of report you would like to make.

Langston University, Langston	
Human Resources	
 <b>Confidentiality and Data Privacy</b>	Unauthorized and/or unlawful disclosure of information including personally identifiable data of employee, customer or student information resulting in the failure to protect the institution and/or individual. Includes the use of information for any purpose other than legitimate business use.
 <b>Discrimination</b>	Uninvited and unwelcome verbal or physical conduct directed at an employee because of sex, religion, ethnicity or beliefs. (Examples: bias in hiring, assignments, promotions, educational decisions; unfair compensation; inappropriate language; wrongful termination). Retaliation or retribution.
 <b>ADA Matters</b>	Failure to meet requirement as defined by Americans with Disability Act (ADA). (Examples include: proper disability access and making reasonable work accommodations.)
 <b>Employee Benefits Abuses</b>	Improper, misleading or deceptive actions/statements, falsification of records, misrepresentation of actual conditions related to institution benefits plans, including health and supplemental insurance plans, tuition benefits and sick or other paid time-off programs.
 <b>Employee Misconduct</b>	Involves any employee conduct that is in violation of the Institution's policy and procedures or any other printed materials that specify employee conduct.
 <b>Workers Compensation or Disability Benefits Abuses</b>	Observation of physical activity of employees receiving leave, disability or other compensation benefits in contradiction to the degree of the disability certified by medical personnel.
 <b>Offensive or Inappropriate Communication</b>	The use of inflammatory, derogatory, unduly critical or insulting communication to a staff person, faculty, administrator, alumni or student.
 <b>Sexual Harassment</b>	Unwelcome conduct of a sexual nature that may include unwelcome sexual advances, sexual assaults, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Such conduct can unreasonably interfere with an employee's work performance or create an intimidating, hostile, or offensive work environment.
 <b>Substance Abuse</b>	Substance abuse is defined as the misuse of both legal and illegal drugs, including alcohol. (Examples: narcotics, marijuana, stimulants or steroids)
 <b>Threat or Inappropriate Supervisor Directive</b>	Improper use of supervisory authority in response to employee taking action or refusing to take action. Inappropriate management practices.
 <b>Time Abuse or Falsification of Employment Documents</b>	Improper and/or excessive use of work time for personal business, interest, advantage or gain; or falsification of records consisting of altering, fabricating, falsifying, or forging all or any part of a document including work hours.
 <b>Unsafe Working Conditions</b>	Failure of meeting requirements needed to perform all duties in a secure environment. Potential areas of harm. (Examples include: environmental damage, OSHA, EPA, supervisor directive, poor housekeeping)
 <b>Violence or Threat</b>	An expression of the intention to inflict evil, injury, or damage to a person or their property. (Examples include: direct, veiled, conditional, violent)

## Step #5-Complete the report to the best of your knowledge.

**ethics.point** You are now in an EthicsPoint Secure Area | [File a Report](#)

**ETHICSPPOINT IS NOT A 911 OR EMERGENCY SERVICE.**  
Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please contact your local authorities.

\* Yes - I agree to the [Terms and Conditions](#) of making this report.

**Please provide information as follows:**  
(\* Required fields)

Organization/Tier: **Langston University, Langston**  
Location where incident occurred:   
Physical address, branch and/or store number  
City:  State/Province:   
Zip/Postal Code:   
Country:

\* **Do you wish to remain ANONYMOUS for this report?**  
 Yes  No

**If you want Langston University, Langston to know your identity, please complete the following:**

Your Name:    
Your Phone Number:   
Your Email Address:   
Best time for communication with you:

\* **Relationship to Institution**

**Report - Sexual Harassment**

## Step #6-Click “Submit Report” once you have completed the report.

Changed documents  
Said it was not a problem  
Said they would look into it

Please identify by name and title.

➤ If you have a document or file that supports your report, most common file types can be uploaded:  
[Click here to upload files.](#)

➤ \* Please provide all details regarding the alleged violation, including the locations of witnesses and any other information that could be valuable in the evaluation and ultimate resolution of this situation.

Please take your time and provide as much detail as possible, but exercise care to not provide details that may reveal your identity unless you wish to do so. It may be important to know if you are the only person aware of this situation.

**When you submit the report, you will be issued a Report Key. Please write it down and keep it in a safe place. We ask you to use this Report Key along with the password of your choosing to return to EthicsPoint through the website or telephone hotline in 3 business days. By returning in 3 business days, you will have the opportunity to review any Follow-up Questions or submit more information about this incident.**

➤ Please choose a password for this report:

\* Password:   
\* Re-enter Password:   
Your passwords must match and be at least four characters long.

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## **Follow-Up 72 Hours Later**

Return to the System (using the LU network, internet or toll-free telephone number) to see if LU has any follow-up questions or requests.

- Log in to follow-up on your initial report providing your Report Key and Password.
- If you accessed through the Toll-Free Phone line, a compliance specialist will assist you in reviewing report details, responding to questions, and adding information.
- If you accessed through LU's network or over the Internet, you may now review report details, respond to questions, and add information:
  - Review your report by clicking on "Review Report Details."
  - If LU has questions, type answers into the question box and click "submit."
  - Add information by using the "Submit New Information" box.

Questions? Call LU Title IX/ADA Office at (405) 446-3223 or (405) 446-3238.