



How to File a Report

What is EthicsPoint: EthicsPoint is your confidential reporting tool to communicate misconduct and promote a positive work environment. Addressing misconduct and other concerns in the work place early on will help minimize negative morale issues and financial impact to the Port of San Diego (Port) and its employees.

What to Report: Situations, events or actions by individuals or groups that you believe carry a negative impact on the Port’s well-being or are detrimental to morale, productivity, or personal safety. Frivolous or unfounded reports do not help foster a positive workplace.

If you are uncertain if a situation violates company policy, is illegal or constitutes harassment or discrimination, please use EthicsPoint to obtain clarification. We would much rather have you ask than let potential problems go unchecked. However, EthicsPoint should not be used for immediate threats to life or property. If you require emergency assistance, please refer to the Port’s Emergency Booklet (Doc#202958).

How to File a Report: Reporting is as easy as 1-2-3.

1. **Access EthicsPoint to report**
2. **Complete a report**
3. **Follow-up on your report**

EthicsPoint is carefully designed to maintain your confidentiality and anonymity at every step. Step-by-step instructions guide you to help ensure that you do not inadvertently compromise its safeguards.

Step 1: Access EthicsPoint to report: Use any **one** of these three convenient channels of communication.

Company Network	Public Internet	Toll-Free Phone
Click on EthicsPoint link provided on the Port’s intranet site. You will automatically be linked to the secure landing page.	From any computer having Internet access (home, public library, neighbor, etc.), go to www.ethicspoint.com and click on "File a Report".	Call the EthicsPoint toll-free hotline at 1-888-203-8330. A compliance specialist will assist you in entering your report into the EthicsPoint system.

Step 2: Complete a Report: Following the on-screen or compliance specialist’s instructions please complete a report, being as thorough as you can.

1. Specify what kind of report you’d like to make from the available choices.
2. Please read or listen to the anonymity information very carefully.

3. You will now complete the report, providing information about the incident, including:
 - **Who:** persons engaged in the incident, including titles;
 - **What:** what specifically occurred;
 - **Where:** the location of the incident; and
 - **When:** the time and duration of the incident.
4. Next, you will be asked to create a password. Then the EthicsPoint system will generate an identification code called a "Report Key." Write them both down, and keep them in a safe place. You will need them to follow-up later, or if you ever want to review or amend your report.

Step 3: Follow-Up: Five to seven business days after you complete your report, please return to the EthicsPoint system to see if the Port has any follow-up questions or requests.

1. Reconnect with the EthicsPoint system using any of the three channels of communication: **Company Intranet, Public Internet, or Toll-Free Phone.**
2. This time click on (or ask to perform) a Follow-Up.
3. Provide your Report Key and Password.
4. You can now elect to review report details, respond to questions, and add information.
 - To review your report, just click "Review Report Details" or ask the compliance specialist.
 - You will be told if the Port has entered questions about your report. Answer the questions verbally or by typing in the question boxes and click "Submit".
 - You can add information to the report verbally or by using the "Submit New Information" box.
5. If you have agreed to participate in an EthicsChat, click "Join a Chat" at the specified time. Type your comments into the field at the bottom of the window and click "Submit."

An EthicsChat is a real-time communication between you and a company representative to clarify details and answer questions. Like the rest of the EthicsPoint system, it is confidential.
6. You may return regularly to review your report, answer questions, and add information.