



## ETHICS REPORTING LINE FAQ

### 1) Who can file an ethics complaint?

Any individual with personal knowledge of facts which they believe constitute a violation of IEEE's Code of Ethics, an IEEE Policy or applicable law by a member, employee or a non-member in the course of their relationship with or participation in IEEE activities may file a complaint.

### 2) Who is subject to an ethics complaint filed with IEEE?

An ethics complaint may be filed against any person who is a member, employee or a non-member in the course of their relationship with or participation in IEEE activities.

### 3) Besides ethics, what other type of issues should I report to IEEE Ethics Reporting Line?

- *Bribery*
- *Bullying*
- *Conflict of Interest*
- *Disclosure of Confidential Information*
- *Discrimination*
- *Harassment (Sexual or Otherwise)*
- *Environmental, Health & Safety*
- *Falsification of Accounts, Books or Records*
- *Gifts & Entertainment*
- *Intellectual Property Rights Violation*
- *Misconduct or Inappropriate Behavior*
- *Plagiarism*
- *Theft*
- *Trade Sanction Violation*
- *Unauthorized or Misappropriate Use of IEEE Assets*
- *AND, any other potential violation of the law, the IEEE Code of Ethics or any IEEE Policy.*

### 4) How do I contact the IEEE Ethics Reporting Line?

The IEEE Ethics Reporting Line is available 7 days a week, 24 hours a week by phone or web. IEEE Ethics Reporting Line is administered through an Independent Third Party and provides for anonymous and confidential reporting.

[IEEE Ethics Reporting Line](#)

**+1 888 359 6323**

All reports are taken seriously and IEEE will not tolerate any retaliation against anyone for making a report in good faith.

### 5) Confidentiality v. Anonymity

The IEEE Ethics Reporting Line ensures confidentiality and provides the best protection for the reporter. This is accomplished by making the report official rather than attempting to report without disclosing your identity. IEEE will protect a reporter's identity as much as possible, however, it may need to be revealed as part of the legal obligations pertaining to the report.

### 6) What happens if I file my report anonymously?

Should you choose to make your report anonymously, IEEE will make every effort to investigate the report to the fullest extent. Not knowing the reporter's identity can make it harder to investigate the alleged misconduct, as the investigators may not be able to contact the reporter for more information, which could result in major information gaps.

So on anonymous reports the investigator needs to rely on your cooperation. We may need to contact you through IEEE Ethics Reporting Line to request more information or get clarification. When you make your report, you'll be given a case number and the opportunity to create a password specific to the report. You will then use the case number to log in and check the status of the report or address inquiries from the investigator.

Unfortunately, if a request for additional information goes unanswered for more than 21 days we will need to consider the case unsubstantiated due to incomplete information and close the report.