

### **Compliance Hotline**

The Compliance Hotline is an externally managed call center independent of the University, staffed by intake specialist professionals. Individuals calling the hotline are not required to disclose who they are. This information is welcomed, however, only if a person wishes to do so. Calls are not recorded. A person may contact the Compliance Hotline service at 844-719-2846 or on the internet at [www.ottawa.ethicspoint.com](http://www.ottawa.ethicspoint.com). The Intake Specialist takes notes of the conversation, summarizes the call, and forwards it to the University Compliance Officer for investigation. The goal of the hotline, for non-emergency situations, is to have an initial response back from the University in five (5) business days, so that the caller may call the hotline back for an update to the original call. The caller is able to do this anonymously, if they choose, using the case number assigned when he/she first called the hotline. At that time the caller may be asked to provide additional information or to call back at a later date for an update. Emergency situations are expedited and will be addressed as quickly as possible.