

Workplace Confidentiality Q&A

From: VCU Integrity and Compliance Office

1. Someone else's behavior is negatively impacting my experience at work or causing potential risk to the organization.
 - a. Does their behavior violate a law, regulation, or policy, including the Code of Conduct? If the answer is "Yes," or "I'm not sure," go to step 2. If the answer is "No," go to step 3.
2. Report it! All VCU employees are expected to report misconduct, even suspected misconduct. If you are a manager, you have a special duty to report, whether you witness misconduct or it is reported to you.
 - a. [Integrity and Compliance Office](#)
 - b. Your supervisor or manager
 - c. Human Resources
3. It sounds like you need support. VCU employees have several resources if circumstances in their working environment are causing them distress or anxiety.
 - a. [Ombuds Office](#)
 - b. [Employee Assistance Program](#)
4. I don't want the other person to know that I said anything. Can you promise me confidentiality?
 - a. For confidential resources, go to step 5. For resources that operate on a "need to know" basis, go to step 6.
5. The Ombudsperson is a confidential resource for managing and resolving disputes. The Employee Assistance Program offers mental health referrals to confidential counseling services. The exception is when there is a threat of harm to yourself or others.
6. The Integrity and Compliance Office, your supervisor or manager, and Human Resources, all operate on a private basis. This means that they do everything in their power to protect your identity, but that there is no way to thoroughly investigate reported misconduct and always guarantee confidentiality.
 - a. If you can't guarantee confidentiality, how can I feel safe reporting?
 - i. VCU has a policy against retaliation and we take this policy seriously. If you ever suspect that you are being retaliated against for bringing up a concern, please contact us right away.
7. What about anonymity?
 - a. Our Helpline has an anonymous reporting option, if you do not want to disclose your identity.

Thank you for helping us build a strong ethical culture at VCU by making good faith reports when you see something wrong, and by reaching out if you experience retaliation for doing so.