REPORT PROCESSING

Reports submitted via the Ethics Line will be handled promptly and discreetly. Reports are entered directly on NAVEX Global, Inc.’s. (i.e. the service provider) secure server to keep them anonymous (if that is the reporter’s choice) and confidential. The reports are available only to designated individuals within the University who are charged with evaluating that type of report. Each of these report recipients understands that these reports are treated confidentially. Specific information regarding report recipients is provided in the Ethics Reporting Policy. LMU and NAVEX together ensure that no report is ever shared except as required by law and the University’s Reporting Misconduct Policy.

No retaliatory action will be taken against anyone for reporting or inquiring in good faith about potential breaches of the University’s policies. Reports submitted through the Ethics Line will be given careful attention by LMU with the objective of correcting the situation being reported, once the facts have been corroborated.

RELATED RESOURCES AND INFORMATION, SUCH AS IMPORTANT ETHICS LINE DISCLOSURES, FREQUENTLY ASKED QUESTIONS, THE ETHICS REPORTING POLICY AND OTHER RELEVANT POLICIES, ARE AVAILABLE ONLINE AT: LMU.EDU/ABOUT/CONTACT/ETHICSREPORTING/
ETHICS REPORTING LINE

Loyola Marymount University recognizes its obligation to its students, faculty and staff, and the friends and organizations with whom it does business to maintain the highest ethical standards in its operations. Ensuring that these standards are met furthers the University’s mission as it seeks to promote justice in all endeavors. LMU maintains an Ethics Reporting Line. The confidential reporting line is a tool to support LMU’s commitment to integrity.

Speaking to your supervisor is the preferred method to report suspected misconduct; Human Resources and Internal Audit are other avenues for such reports. The Ethics Reporting Line provides an anonymous and confidential reporting mechanism for circumstances that require that.

ETHICS LINE DISCLOSURES

This reporting line does not replace or supersede existing reporting methods. Non-academic student misconduct should be reported through Student Affairs or to Public Safety. Certain matters cannot be accepted through the reporting line because they cannot be appropriately addressed when the reporter chooses to remain anonymous; LMU may not be able to investigate such allegations in an anonymous report. Reports on these matters will be forwarded to Human Resources rather than divisional SVPs or other managers. Please use the recommended procedures outlined by the relevant University policies to report Discriminatory Harassment, matters related to Faculty Grievances and other matters involving employee complaints.

FILE A CONFIDENTIAL REPORT

The telephone and online reporting options below are hosted by an off-campus, third-party provider and NOT LMU.

By Telephone: 866.294.6139

Online: lmu.edu/about/contact/ethicsreporting/