A message from the chancellor

At the University of Pittsburgh, we take great pride in maintaining a safe and ethical work environment for our faculty, staff, and research associates.

If you see inappropriate behavior such as:
- suspected improper financial activity,
- human resources-related matters,
- research compliance concerns, or
- other compliance issues

and you feel uncomfortable reporting this behavior to your supervisor, consider using AlertLine.

This tool—operated by an independent third-party company—enables you to report concerns via the phone or Web and to do so anonymously.

Thank you for taking the time to learn more about AlertLine and for working to ensure that Pitt remains a safe and ethical place to learn and work.

Sincerely,

Patrick Gallagher
Chancellor

All University of Pittsburgh employees have access to AlertLine, a unique toll-free telephone line or Web site that makes it comfortable and convenient for employees to report irregular or troublesome workplace issues so that these issues can be investigated and resolved.

Who can use AlertLine?

All full and part-time faculty, staff, and research associates at the University of Pittsburgh’s Pittsburgh, Johnstown, Titusville, Greensburg, and Bradford campuses and other off-campus work locations can use AlertLine.

What makes AlertLine comfortable and convenient to use?

Employees filing a report using AlertLine are given the option to remain anonymous. Employees have the choice of either calling in a report via the toll-free number or submitting a report online at pitt.alertline.com located on the Internal Audit Web site. Reports are handled by trained independent communications specialists who are not employees of the University of Pittsburgh. These individuals ensure that the information is turned over to the appropriate University of Pittsburgh entity—usually the Office of Human Resources, Department of Internal Audit, Office of Research Conduct and Compliance, or Office of General Counsel—for follow-up, investigation, and resolution. AlertLine is available 24 hours a day, seven days a week.
What kinds of issues can be reported through AlertLine?

- Financial improprieties, including fraud, theft, falsification of records, and improper use of University assets
- Human resources matters, including perceived harassment, discrimination, misconduct, and other workplace issues
- Research compliance concerns, including conflict of interest, improper charging of grants, violation of human subject research regulations, and violation of other research compliance rules
- Other legal/regulatory matters, such as the protection of children while on campus

What kinds of issues are best reported in other ways?

Many workplace issues can best be handled by bringing them to the attention of your manager or supervisor, as these individuals are likely to be knowledgeable about specific workplace issues and how to resolve them. Problems concerning employee benefits are most readily resolved through the benefits staff in the Office of Human Resources. AlertLine is not intended to replace existing compliance hotlines or established grievance procedures. Note that filing a report through AlertLine does not constitute providing legal notice to the University of Pittsburgh. If you believe the concern is life threatening, call your local University police or security department (see phone listing on reverse side).

When should I call AlertLine?

If you have a concern that is not best handled in one of the ways described in the preceding paragraph, if you have exhausted other existing means of resolving an issue, or if you feel the need to remain anonymous while reporting an issue, you should file a report through AlertLine.

If I am planning to call AlertLine, how can I make filing a report as convenient and beneficial as possible?

Before using AlertLine, you should stop to consider whether the issue you are planning to report is a broad concern or something that should be discussed instead with your manager or supervisor. Write down the main points you would like to make before you call. Decide whether you want to identify yourself so that you can be contacted for additional information and advised of the outcome of your concern. If so, provide information about how to reach you, either at work or at home. For the best resolution of your concern, provide as much information as possible. It is particularly helpful to identify your department and location. Note that intentional misreporting of information may be subject to disciplinary action and possible termination of employment.

What assurance do I have that my concern will be resolved?

All concerns reported through AlertLine are turned over to the appropriate University entity for follow-up, investigation, and resolution. If your concern is more appropriately addressed by other means, you will be referred to the proper resources for assistance.

How can I learn more about AlertLine?

Contact AlertLine for additional information, or contact the Department of Internal Audit at 412-624-4246. If you believe the concern is life threatening, call your local University police or security department:

- Pittsburgh 412-624-2121 (or 811 from a campus phone)
- Bradford 814-368-3211
- Greensburg 724-836-9865
- Johnstown 814-269-7222
- Titusville 814-827-4488

AlertLine
1-866-858-4456 or pitt.alertline.com
An anonymous 24/7 reporting service provided by Global Compliance

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