

## A Quick Look at The Human Equation's Electronic Report Line



The Electronic Report Line (ERL<sup>®</sup>) is an essential risk management tool that offers a simple, efficient, and secure method of reporting incidents, misconduct, or grievances, including fraud, harassment, criminal acts, discrimination, hazing, violence, alcohol, theft, embezzlement, among other matters. Utilizing ERL's technology-based initiatives, conscientious organizations can provide an open avenue of communication to report incidents anonymously and confidentially. This type of reporting procedure is not only required for all public organizations under Section 301 of the Sarbanes-Oxley Act, but it can also help organizations establish the Faragher/Ellerth affirmative defense under Federal employment discrimination laws.

### FOUR WAYS TO REPORT AN INCIDENT

ERL is available 24 hours a day, 7 days a week.



Via the Web



Our toll-free, automated  
report line



Mail or fax an incident  
directly to our office

To report an incident online, the reporting party goes to the ERL web site (<http://www.electronicreportline.com>), selects "Report an Incident," and enters the access code that has been provided. A unique case ID number is then generated.

The web site includes an FAQ page that provides answers to frequently asked questions about ERL.



The Electronic Report Line

Reporting Party Home

**SCW**

**Incident Report Submission Form**

Your organization has subscribed to this service as a means for providing you with an alternative, confidential means of expressing concerns you have about conduct you've observed. Any information that you provide to ERL will be sent to your organization's designated representative who is responsible for reviewing and investigating incidents. The organization has agreed that the reported incident will remain confidential except on a need-to-know basis, and that no retaliation will be taken against you if you decide to reveal your identity.

Please note that only the **yellow** fields are required. However, to the extent that you feel comfortable, it is highly recommended that you provide as much information as possible in the optional fields, and that you be as specific as possible in the "Incident Description" field. Incomplete or vague submissions may limit your organization's ability to investigate or respond to your report.

Your Information

Your First Name:  (optional)

When the reporting party reports an incident, he/she is encouraged to provide as much information about the incident(s) as possible and retains the option to remain anonymous.

The Electronic Report Line

Reporting Party Home

Search

Access Code:

Case ID:

Case ID 61835909

The following information is associated with this Case ID. Please note that the absence of a response by your organization does not necessarily mean that no action has been taken as a result of your report. The nature of the incident, the need to retain confidentiality, or even your organization's internal policies may be one of the possible reasons why no response has been posted by your organization.

Date Posted:	4/28/2008 9:33:36 AM CMT
Organization Name:	ABS Corp.
Organization Address:	1234 Main Street

If an incident has been reported online, the reporting party can check its status by signing on to the ERL web page and entering the access code and case ID number.

Once an incident is reported, the system automatically sends an email notification to the organization's designated administrator and a confirmation message to the reporting party.

The administrator can log into the ERL administrative area and review incident reports.

Case ID 61835909	
Access Code:	101 (THE Sample_Sample ERL Company)
Date Posted:	4/28/2008 9:33:36 AM CMT
Organization Name:	ABS Corp.
Organization Address:	1234 Main Street
User:	Stacy
Phone:	954-888-8888
Email:	stacy@example.com
Incident Type:	Inappropriate Conduct
Wrongdoer Name:	Kathy Lopez
Wrongdoer Title:	Supervisor
Event Date:	04/22/2008 01:25 PM
Location of Event:	Office
Witnesses:	Luis Rodriguez, Robert Kelley
Attachment:	Incident Report ( <a href="#">View Attachment</a> )
Incident:	Kathy used discriminatory language when addressing me. She did so in front of two of my colleagues.
Language:	English

To: stacy@example.com (provided by reporting party)

CC:

(Separate multiple emails with commas.)

BCC:

Notification: This message is to notify you that your organization has recorded a response to your ERL incident report.  
Please go to <http://www.electronicreportline.com>, click on the "incident search" link and enter your organization's Access Code and your Case ID.

Thank you,  
THE Sample\_Sample ERL Company

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When responding to the incident report, administrators have the option of notifying the reporting party via email.

The administration page allows the text of these email messages to be customized to meet the needs of the organization. Messages are provided in Spanish as well as in English.



Contact us for more information about **ERL**, our online courses, or our other products.  
954-382-0030 • <http://www.thehumanequation.com>