



What is OurWorkplace?

It's a confidential way for employees to report any ideas, suggestions, or problems about the workplace that they prefer not to discuss with their supervisor or other management, or do not know who to make the comment to.

Employees use a website to anonymously communicate their thoughts about information or situations they believe may need attention. Employee comments, questions, or suggestions submitted through OurWorkplace are reviewed by the professional support team at Allen, Gibbs & Houlik, L.C. and are routed to a designated party within the employer's organization. Reporting back to the employer is handled with a particular sensitivity to protect the employee's identity (if confidentiality is desired), which includes identifying the individual within an employer's organization who is in the best position to handle and resolve an issue.

Why use OurWorkplace?

OurWorkplace allows companies to detect problems earlier, provides employers with an opportunity to demonstrate "due diligence", and reduces potential loss to the organization. There may be topics that employees would prefer to report anonymously. Open and candid communication among an organization's employees fosters trust, highlights problems, brings forth solutions, and helps make the organization stronger. OurWorkplace is simply one more channel to encourage open communication.

Companies using OurWorkplace also have an opportunity to utilize our extensive professional support services to assist in resolving issues. These professional support services include certified fraud examiners, certified senior human resource professionals, certified public accountants, and forensic technology consultants.

What kinds of topics are appropriate for OurWorkplace?

Any issue that an employee would prefer not to discuss with a manager or administrator or would like to submit anonymously is appropriate for OurWorkplace. Examples might include suggestions for improving processes or products, ideas for better customer service, concerns about policies, harassment, unethical behavior, inappropriate use of the organization's equipment or time, or poor management.

OurWorkplace *is not* used for emergency situations.

How do employees use OurWorkplace?

Employees log on to the Internet on any computer, go to www.ourworkplace.com, and enter the organization's specific identification number. This number identifies the organization employees are communicating about, NOT who is submitting information. Employees will outline their idea or concern, and when they have finished their report, the information goes directly to our professional support team. Once received, a designated professional reviews the report and routes it to the appropriate person to respond within the organization.

How do employees know OurWorkplace is confidential?

The website login is anonymous – employees may provide their name if they wish to do so, but personally identifiable information is not required. All information submitted goes directly to AGH which by contract cannot try to identify the sender or even the Internet address (IP address) from which the information was sent. No identifying information is sent back to the organization unless the employee voluntarily provides this information as part of the report. Any violation of confidentiality would destroy the value of OurWorkplace to the employer.