# Member Guide to Vault Platform
Global 2022

At the Paleontological Society, we work hard to foster a safe, inclusive working environment. We have a zero-tolerance policy for all forms of bullying, harassment and discrimination, and we want to ensure that everyone here has the ability to speak up about injustices they experience or witness.

Vault Platform is a simple, safe and confidential app that will allow you to raise any concerns you may have about our working environment. Although we take pride in being transparent and having an open-communication environment, we realize sometimes it's easier to come forward anonymously. Vault will allow you to raise any concerns directly to us, without revealing your identity (you can also use your name as well). Here's how it works:

1. Check your email. You will have an email from Vault Platform with the subject, "Welcome to Vault Platform".
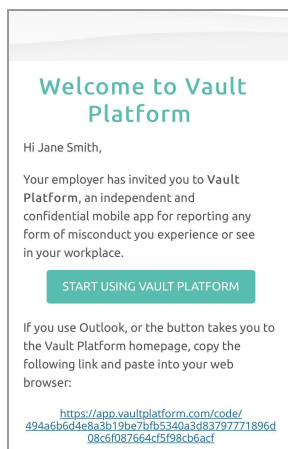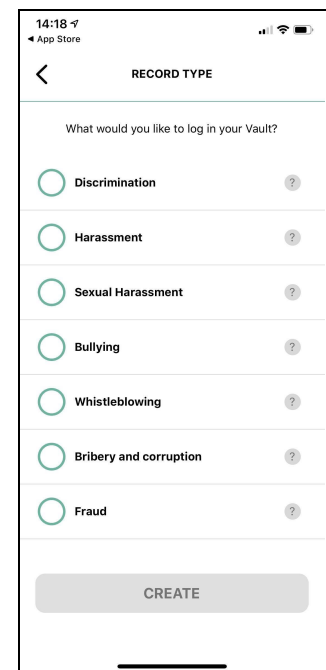

2. Click the button that says "START USING VAULT PLATFORM" and follow the instructions, including:
3. Download the app.
    a. Apple App Store: https://apps.apple.com/us/app/vault-platform/id1444463273
    b. Google: https://play.google.com/store/apps/details?id=com.vaultplatform.app&hl=en_US
4. Insert your org code, and create your account with your **personal email address.**
    If you have deleted or lost your invitation email, you can request a new one within the app by clicking "Need an organization code" and entering your registered **work email address.**

5. Now, you will be taken to your home page in the Vault App.
   a. Welcome to Vault. Vault is your private space to create, store and when you are ready, submit records of misconduct to your organization. These records are stored locally on this device. **Nothing is shared with your organization until you choose to submit a record.**

<div align="center">

+ CREATE A NEW RECORD

</div>
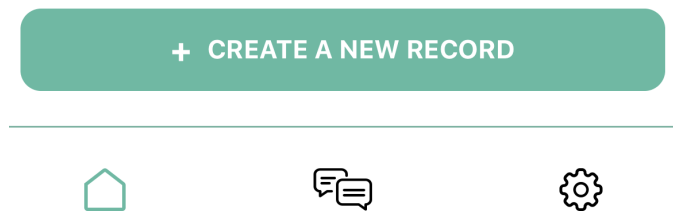
6. You'll see a couple of tabs at the bottom of the home screen: Home, Messages, and Settings. The home tab is where you can create a new record and get more information on Vault; the messages tab is where all messages will be stored from case(s) you submit; and the settings tab will help change any account details.

7. The first thing you will see is choose the record type. You can click on the ? next to each category to see details that will help you decide which category to submit your report in. Every time you create a report, and enter details in each step, a timestamp is provided.

14:18	App Store
RECORD TYPE	

What would you like to log in your Vault?

- Discrimination ?
- Harassment ?
- Sexual Harassment ?
- Bullying ?
- Whistleblowing ?
- Bribery and corruption ?
- Fraud ?

CREATE

8. Here is the flow you will go through when submitting your report.

What day did it take place?

01/JUL/2020

Edit

Do you reorganization the date the event took place?

What time did it happen?

09:30

Edit

Do you reorganization the time the event took place?

Where did it happen?

Test

✎ Edit

Where did it happen?

What happened?

Test

✎ Edit

In your own words describe what happened.

What was the impact?

➕ Add

How did it make you feel? What was the impact?

Any witnesses?

➕ Add

Did you tell anyone else or did anyone see what happened?

Any evidence to upload?

➕ Add

Do you have any evidence you would like to upload? (*attachment can be uploaded*)

Persons causing grievance

➕ Add

Who did this? *You will click "add" and choose either internal or external person. If internal, as you type the member's name, it will populate from the member directory. Otherwise, you will just enter the external person's name.*

9. When you are done with your submission, you can review/edit and then choose to submit. You do not have to submit right away, you can keep it as a record and submit when you feel comfortable.

Event Saved

This event has been timestamped and safely stored on your device.

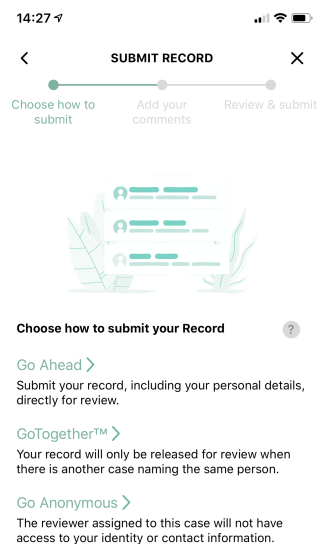**Remember:** no one has access to this event until you choose to submit your record.

REVIEW EVENT

Edit your events before you submit.

❮ BACK TO RECORD

Add more events or submit.

10. If you choose to submit, you can choose to do so with your name, anonymously, or using GoTogether.

11. Once you submit, the case manager will be notified. They will respond right away to let you know they received it, and then begin the investigation and report back to you in a timely manner. You can feel free to message the case manager in your messages tab in regards to any open report.
12. All set! You can keep any reports to yourself in your Vault app, and choose to submit them at any time, whether it be anonymously, or with your name.

FAQs

Do I have to reveal my identity to use Vault Platform?

You have to activate your account to use Vault but any information you store is not visible to the Paleontological Society until you submit it as an official report. Even then, if you choose to submit a report anonymously, we are unable to identify you. In this case, the Vault app is your secure and anonymous channel to communicate with your case manager so they can update you on their actions.

What if I witnessed something but wasn't directly affected?

Vault is designed to be used by people who witness and experience misconduct and we encourage you to submit anything you saw that made you feel uncomfortable or unsafe.

What types of misconduct can I record and report?

Vault can be used to report any type of misconduct. The categories currently in Paleontological Society's vault platform are whistleblower, sexual harassment, and misconduct.

What if an incident falls into two categories of misconduct?

The categories are there to help route your report to the most appropriate person or team. But they're mainly to guide you. Just select the misconduct category that best fits the view of your experience and you will be able to expand upon other areas in your report.

Who sees my reports?

Your Vault is your own personal safe space where you can record your concerns or evidence. Anything you add remains securely encrypted on your device and is not visible to the Paleontological Society until you submit an official report.

When you submit a report, the Case Manager(s) and Investigators working on your report will see it.

What is a Case Manager?

A Case Manager, a selected Paleontological Society member, is the person reviewing and investigating your report. They will perform the investigation and will be able to message you directly via the Vault app, even if you choose to remain anonymous, so they can ask you questions and keep you updated.

Will I be notified if I receive a message from my Case Manager?

Yes. In-app notifications are enabled, which means that you'll see a little green dot appear on the messages icon on your app home screen. You will not receive an email or app push notification, so do make sure to check your app for any messages.

What if something happened a long time ago, or I'm not sure if I want to report it?

When an incident happens, even if you're not sure you want to report it, it's always best to make a note of it while it's still fresh in your memory. The longer you wait the harder it will be to recall details. Vault acts like a personal diary – you can keep going back and adding notes without having to submit an official report. No one can read these notes but you. The important thing is everything receives a timestamp, so if you collect notes for six months before submitting a report, Vault will help you establish your timeline for collecting information. By using Vault you're under no obligation to ever file a report, it's there for your peace of mind should you choose to use it.

How does Vault Platform secure my data?

Vault uses multiple security measures to ensure the safety of your data. Any data you enter into the Vault app is fully secured using Advanced Encryption Standard (AES-256) and a uniquely generated encryption key. Until your report is submitted no-one (not even Vault) can read any of your data. Once your report is submitted, only your assigned case manager can access the data securely. All access to Vault infrastructure is highly restricted, monitored and logged.

Vault Youtube video: https://www.youtube.com/watch?v=AlPp1t8tfBA