Member Guide to **Open Reporting**
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 interpersonal and corporate misconduct, and strive to ensure everyone has the ability to speak up about misconduct they experience or witness.

Vault Platform is a simple, safe and confidential tool that will allow you to raise concerns you may have about our working environment. While we take pride in being transparent and having an open-communication environment, we realize it can sometimes be 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).
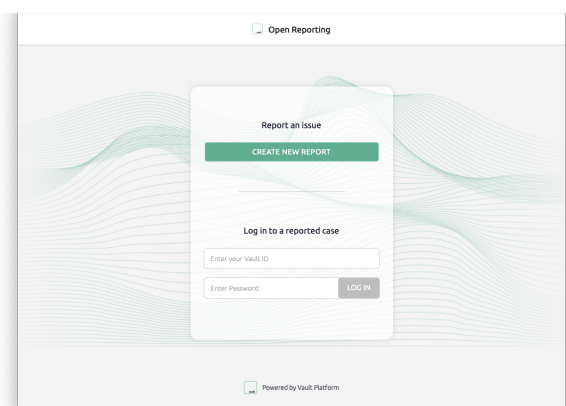
As a current member, we encourage you to use Vault's Employee App to bring forward concerns. You can follow the links here to download the app to your personal device and begin a report: Apple App Store; Google Play

Open Reporting was created to enable the Paleontological Society's entire ecosystem to raise concerns to us including reports by former members, contractors, clients, etc. If you prefer to report by web-browser as a member, you are welcome to use Open Reporting to submit a concern.
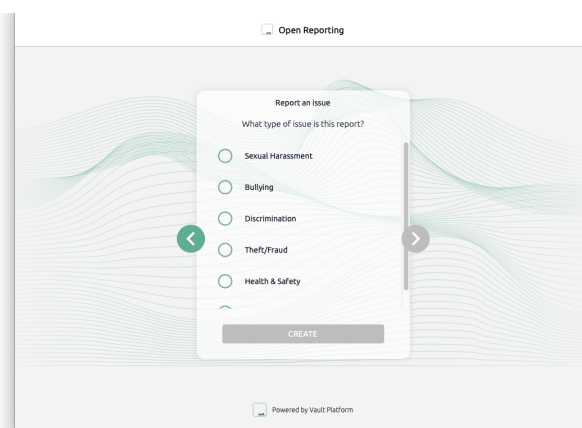
Here's how it works:

1. Follow the link to the Paleontological Society's Open Reporting home page [INSERT LINK HERE].

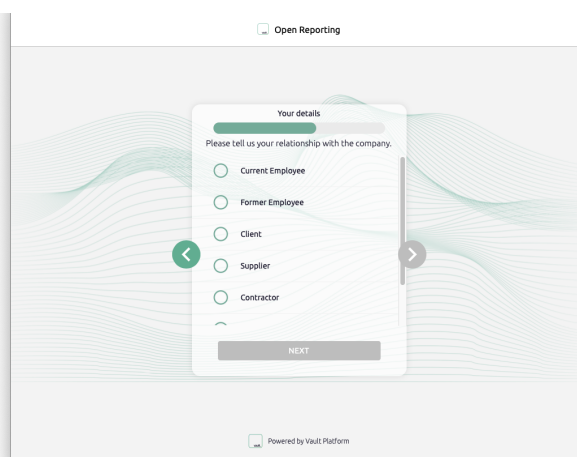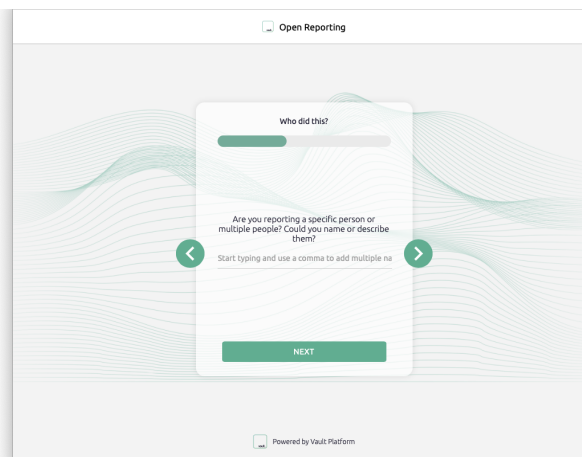   To submit a new report, select "Create a New Report"

2. On the report type page, select the category that feels most applicable to your experience. Then select "create".

3. Follow the questions to recount the incident you would like to report, providing as much information as possible in the description of the event.

4. Select your relationship to the company. If you are a full-time or part-time member, select **Current Employee**.
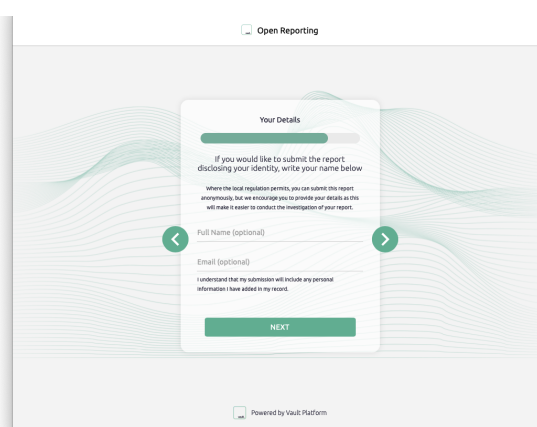

5. If you know the name of the person(s) involved in the incident, please provide a name, along with department and office location if you are able to do so. If you do not know the individual(s) name, please provide as much of a description as you can.
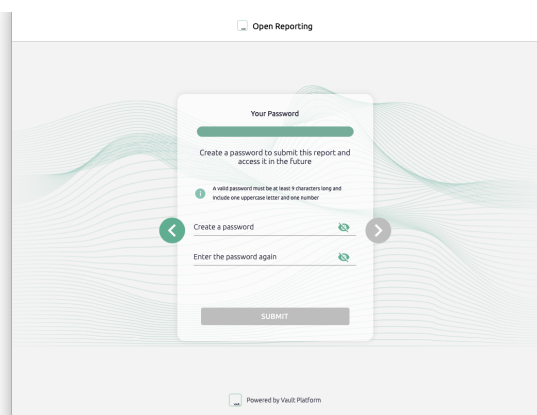
6. To complete your record, you can choose to provide your name and email, or report *anonymously*. If you wish to remain anonymous, leave this blank. You will be able to submit leaving these fields blank. Click "next"
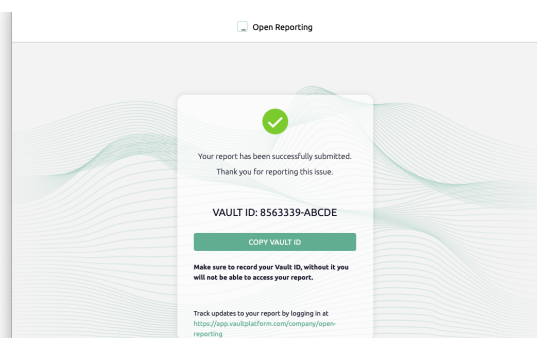
    Please note, if you would like to report an incident using GoTogether™, meaning your record will only be released for review when there is another case naming the same person, you will need to use Vault's mobile app.

7. Create and save your secure password. You will need your password to access your report and exchange encrypted messages with your case manager. Make sure you note this password somewhere memorable. **It will not be able to be retrieved.**

8. **Copy and save your Vault ID.** You will also need this, in combination with the password you set, to access your report and messages

after leaving this screen. Make sure you write the Vault ID somewhere memorable. **It will not be able to be retrieved.**

9. Once you submit, the case manager will be notified. They may provide a response to let you know the report has been received, and they will begin the investigation and report back to you in a timely manner. You are able to message the case manager from the **messages** tab in regards to any open report.

10. All set! You can track the status of your report from the Open Reporting dashboard. Please check back on your report for any questions / contact / next steps needed by your case manager by logging in with the Vault ID and password you set at the Paleontological Society's Open Reporting home page [INSERT LINK HERE].
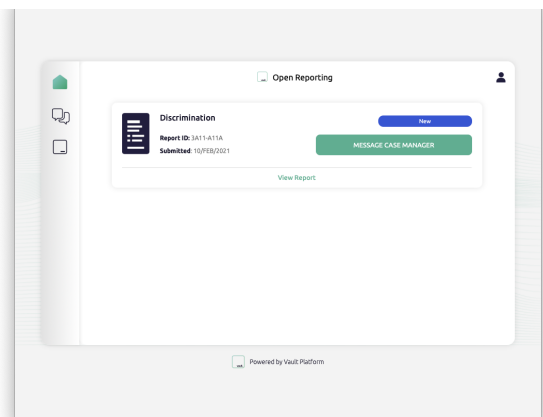
FAQs

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

You do not have to reveal your identity to the Paleontological Society. You have the opportunity to do so if you like or remain anonymous. If you choose to download the Employee App, you will activate your account to use Vault using your work or personal email.

Your company will not be notified of your activation or your details and the information you record in Vault is not available until you choose to report to a case manager. 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. You can make note of this as you log your report.

What types of misconduct can I record and report?

Vault can be used to report any type of misconduct. The categories currently in the Paleontological Society's Vault platform reflect the policies in our member handbook. You are welcome to submit any concern that feels uncomfortable or unjust, please submit it using the category which feels most relevant to you.

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 in recounting the incident. 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 as your case manager follows up.

Who sees my reports?

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

Using Vault's App, you are able to have your own personal safe space to record your concerns or evidence without reporting. Anything you add remains securely encrypted on

your device and is not visible to the Paleontological Society until you submit an official report. This feature is not available for members using Open Reporting. Please download the app to use this feature.

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 or Open Reporting, 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?

If you decide to report via Employee App, you will receive in-app notifications, 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.

Open Reporting will not notify you if a message is waiting for you, please check back to follow up with your case manager.

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. If you would like to record an incident prior to deciding to report, please use Vault's Employee App. The app acts like a secure, digital journal – you can revisit and add notes without submitting 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. Also, remember your Vault account can be attached to your personal email address, not your Paleontological Society account when you sign up.

Vault's Employee App Explained Video: https://www.youtube.com/watch?v=AlPp1t8tfBA