

# MySafeWorkplace

MySafeWorkplace is an enhancement to our hotline ([The GuideLine](#)), allowing our employees access to confidential and anonymous (if desired) ethics violation reporting via the internet. You may report your workplace concerns without fear of reprisal or retribution.

## Creating a *GuideLine* Report via the internet

### Detailed Instructions

Go to [www.mysafeworkplace.com](http://www.mysafeworkplace.com) on the internet.



Click **"GO!"** in *Make A Report*

# Find your Organization

MySafeWorkplace® :: Anonymous Incident Reporting Systems - Microsoft Internet Explorer

Address: <https://www.mysafeworkplace.com/OrganizationSearch.aspx>

Make a Report

Home | What Is MySafeWorkplace® | How to Report | What to Report | Anonymous & Confidential | FAQs | Contact Us

**Make A Report**  
Your report will instantly and anonymously be submitted to the appropriate individuals within your organization. **GO!**

**Report Status**  
Check status and updates of a report. **GO!**

### Find your Organization

To submit an incident, please enter the name of your organization and select search.

**Organization Search**  
Enter at least three letters of the organization you want to submit an incident about. CH2

**Search**

### One or More Organizations Matched Your Search Criteria

Please select your organization and click Next to proceed.  
Any organization with an alternate name will be displayed with the alternate name followed by the organization name.  
If your organization is not listed below, please search again or proceed to the [incident form](#).

You can continue to file an incident even if your organization is NOT found.

**Organization Selection**  
Organization Name: CH2M HILL

**Next >>**

In the *Organization Search* box, enter “CH2” and click on “Search”.

Scroll down to the *Organization Selection* drop down box and choose “CH2M HILL”.

Click “Next” and the Incident Report Form will display.

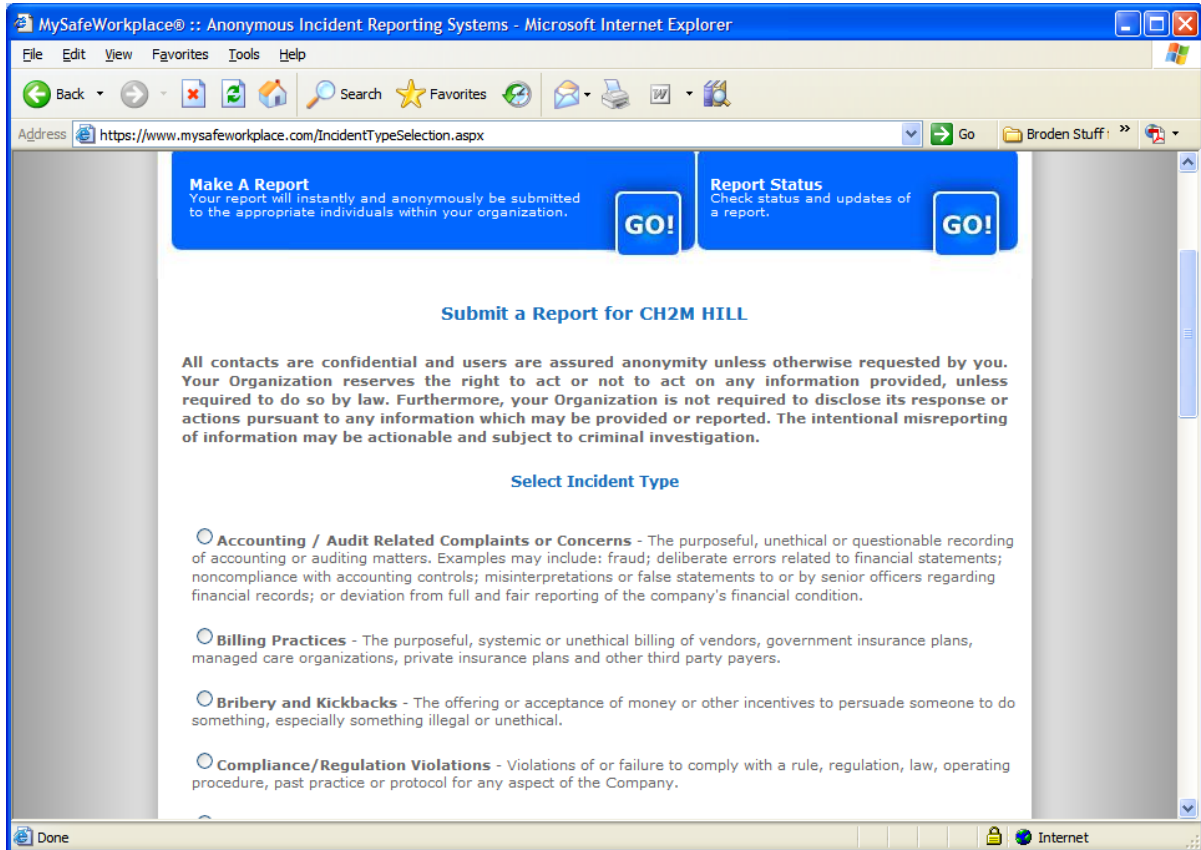
# Incident Report Form

The screenshot shows a web browser window titled "MySafeWorkplace® :: Anonymous Incident Reporting Systems - Microsoft Internet Explorer". The address bar shows "https://www.mysafeworkplace.com/MakeReport.aspx". The page content includes a navigation menu with links: Home, What Is MySafeWorkplace®, How to Report, What to Report, Anonymous & Confidential, FAQs, and Contact Us. There are two main buttons: "Make A Report" (with a "GO!" button) and "Report Status" (with a "GO!" button). Below these is a "Make a report" button and the heading "Incident Report Form". A red warning message states: "THIS SERVICE IS NOT AN EMERGENCY HOTLINE OR A SUBSTITUTE FOR USING EMERGENCY SERVICES. IN THE EVENT OF A LIFE-THREATENING EMERGENCY, USERS ARE TO IMMEDIATELY CALL EMERGENCY SERVICES." A disclaimer follows: "All contacts are confidential and users are assured anonymity unless otherwise requested by you. Your Organization reserves the right to act or not to act on any information provided, unless required to do so by law. Furthermore, your Organization is not required to disclose its response or actions pursuant to any information which may be provided or reported. The intentional misreporting of information may be actionable and subject to criminal investigation." A legend indicates "\* = Required Field". A checkbox is checked, with the text: "I have read and understand the [Terms and Conditions](#) Notice and I still wish to submit the incident. This option must be selected in order to proceed." At the bottom, a table shows "Selected Organization and Incident Type" with "Organization : CH2M HILL" and "Incident Type: Other (TEST)".

You must accept MySafeWorkplace's terms and conditions by checking the box before you can access the report (incident) information.

I have read and understand the [Terms and Conditions](#) Notice and I still wish to submit the incident. This option must be selected in order to proceed.

# Incident Type



Choose the incident type that most closely matches the issue. If you do not see an appropriate incident type, choose **“Other”** and provide a detailed description of the situation.

Click **“Next”**.

# Anonymity

 I have read and understand the Terms and Conditions Notice and I still wish to submit the incident. This option must be selected in order to proceed.' A blue header box contains 'Selected Organization and Incident Type' with 'Organization : CH2M HILL' and 'Incident Type: Waste'. Another blue header box contains 'Anonymity'. Below it, a dropdown menu is open for 'Do you wish to remain anonymous? \*' with options: 'Remain anonymous toward your organization', 'Remain completely anonymous', 'Remain anonymous toward your organization', and 'Do not care about anonymity'. There is an 'Explain' button next to the dropdown. Below the dropdown are input fields for 'Your name: \*', 'Day phone number: \*', and 'Evening phone number: \*'. The browser status bar shows 'Internet'."/>

**Incident Report Form**

THIS SERVICE IS NOT AN EMERGENCY HOTLINE OR A SUBSTITUTE FOR USING EMERGENCY SERVICES. IN THE EVENT OF A LIFE-THREATENING EMERGENCY, USERS ARE TO IMMEDIATELY CALL EMERGENCY SERVICES.

All contacts are confidential and users are assured anonymity unless otherwise requested by you. Your Organization reserves the right to act or not to act on any information provided, unless required to do so by law. Furthermore, your Organization is not required to disclose its response or actions pursuant to any information which may be provided or reported. The intentional misreporting of information may be actionable and subject to criminal investigation.

\* = Required Field

I have read and understand the [Terms and Conditions](#) Notice and I still wish to submit the incident. This option must be selected in order to proceed.

**Selected Organization and Incident Type**

Organization : CH2M HILL      Incident Type: Waste

**Anonymity**

Do you wish to remain anonymous? \*     

Your name: \*      Remain anonymous toward your organization  
Day phone number: \*      Remain completely anonymous  
Evening phone number: \*      Remain anonymous toward your organization  
Do not care about anonymity

Please note that fields including an *asterisk* \* are required and must be filled in.

Choose your level of anonymity and enter the required fields. The anonymity levels are as follows:

1. Remain completely anonymous
2. Remain anonymous toward your organization
3. Do not care about anonymity

Click “**Explain**” to better understand these categories.

## Location and Time of Incident

The screenshot shows a web browser window titled "MySafeWorkplace@ :: Anonymous Incident Reporting Systems - Microsoft Internet Explorer". The address bar shows "https://www.mysafeworkplace.com/MakeReport.aspx". The main content area contains two sections:

**Location of Incident**

Location: \*     
Location, City, State or Country Search:   
Location Selected: DEN-West  
9191 South Jamaica Street  
Englewood, Colorado, United States  
Department:

**Additional Location Information**

If needed, please provide additional information about the location of the incident. (Including specific address information if different than listed above)

**Approximate Date and Time of Incident**

You must either supply the approximate date and time of the incident **or** you must enter information in the General Time Period box to describe the time period in which the incident occurred.

Time: \*  :  Date: \*

-- OR --

General Time Period: \*

### Choose a location

Enter the location where the incident occurred by using the search field. You can type the 3-letter office code (e.g. DEN) and then click **"Find"** for ease. Then select the correct location from the drop down list.

It is not necessary to fill out the "Department" fields as not currently being used.

### Date and Time of Incident

You must enter either the exact time and date or a general time period (e.g. the approximate date, the month and year, 6 months ago).

# Incident Description

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <https://www.mysafeworkplace.com/MakeReport.aspx>. The page content is divided into two main sections:

- Incident Description:** A section with a blue header containing the text "Please describe the incident: \*". Below this is a large, empty text area with a vertical scrollbar on the right side.
- Please List the Individuals That You Suspect May Be Involved:** A section with a blue header and a paragraph of instructions: "You must enter the first and last name of at least one individual. If there is no specific person OR you don't know the first or last name of an individual, please enter 'unknown' in the field(s). You may list up to 8 individuals. \*". Below the instructions is a table with four columns: "First Name", "Last Name", "First Name", and "Last Name". Each column contains four empty text input fields, for a total of eight fields.

The browser's status bar at the bottom shows "Done" on the left and "Internet" on the right.

Enter as much detail regarding the incident as possible in the box titled: ***"Please describe the incident: \*"***

## Individuals with suspected Involvement

Enter the first and last names of all individuals that may be involved. The first and last name fields are required so enter "unknown" for these if you do not know.

# Incident Detail

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <https://www.mysafeworkplace.com/MakeReport.aspx>. The page content is titled "Incident Detail" and contains several questions with dropdown menus for answers:

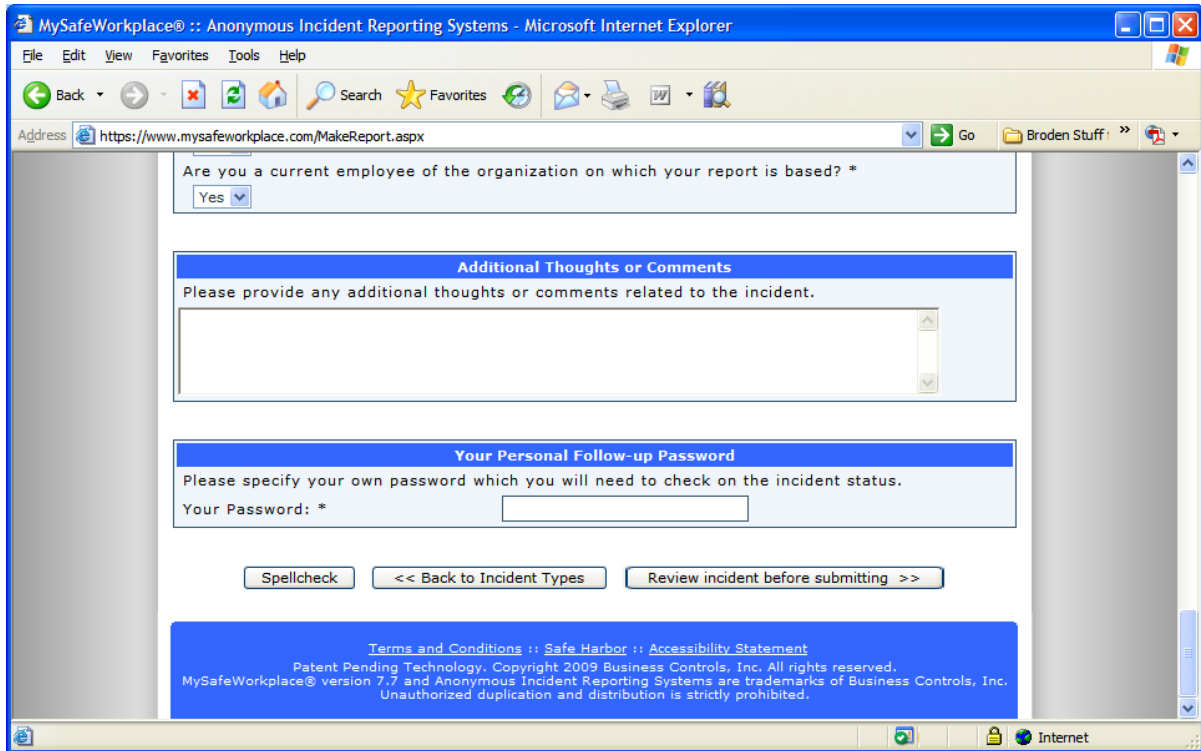
- Did the incident or violation occur more than once? \*
- Is anyone else aware of this violation? \*
- Was anyone outside the organization involved in the violation? \*
- Has the incident been reported to anyone in supervision or management? \*
- Has the incident been reported to anyone outside the organization? \*
- Are you a current employee of the organization on which your report is based? \*

Below these questions is a section titled "Additional Thoughts or Comments" with the instruction "Please provide any additional thoughts or comments related to the incident." and a large text area for input.

Based on the incident type selected, a list of questions is displayed. Please answer each question as best you are able to.

## Additional Thoughts or Comments

Use this to add further comments or information that may be related to the incident that occurred.



The screenshot shows a web browser window titled "MySafeWorkplace@ :: Anonymous Incident Reporting Systems - Microsoft Internet Explorer". The address bar displays "https://www.mysafeworkplace.com/MakeReport.aspx". The page content includes a dropdown menu for "Are you a current employee of the organization on which your report is based? \*" with "Yes" selected. Below this is a section titled "Additional Thoughts or Comments" with a text area and a scroll bar. The next section is "Your Personal Follow-up Password" with a text input field and a label "Your Password: \*". At the bottom, there are three buttons: "Spellcheck", "<< Back to Incident Types", and "Review incident before submitting >>". A footer contains links for "Terms and Conditions", "Safe Harbor", and "Accessibility Statement", along with copyright information for Business Controls, Inc. (2009) and a disclaimer about unauthorized duplication.

## Password

Prior to finalizing your report, you must create a password. This allows you to check on the status of your report (anonymously) as well as post and/or receive information from the mysafeworkplace message board.

## Spellcheck and Review Incident Report

You can conduct a spell check, if desired, and review your incident report prior to submitting it as final. If there are errors or missing data, you will be instructed to resolve these prior to submitting the incident report.

## Submitting an Incident Report

MySafeWorkplace@ :: Anonymous Incident Reporting Systems - Microsoft Internet Explorer

Address <https://www.mysafeworkplace.com/IncidentReview.aspx>

**Individuals That You Suspect May Be Involved**

List of names you supplied:  
Unknown Unknown

List of individuals you selected:  
No individuals were selected

**Incident Detail**

Did the incident or violation occur more than once? No  
Is anyone else aware of this violation? No  
Was anyone outside the organization involved in the violation? No  
Has the incident been reported to anyone in supervision or management? No  
Has the incident been reported to anyone outside the organization? No  
Are you a current employee of the organization on which your report is based? Yes

**Your Personal Follow-up Password**

Your password ABCD

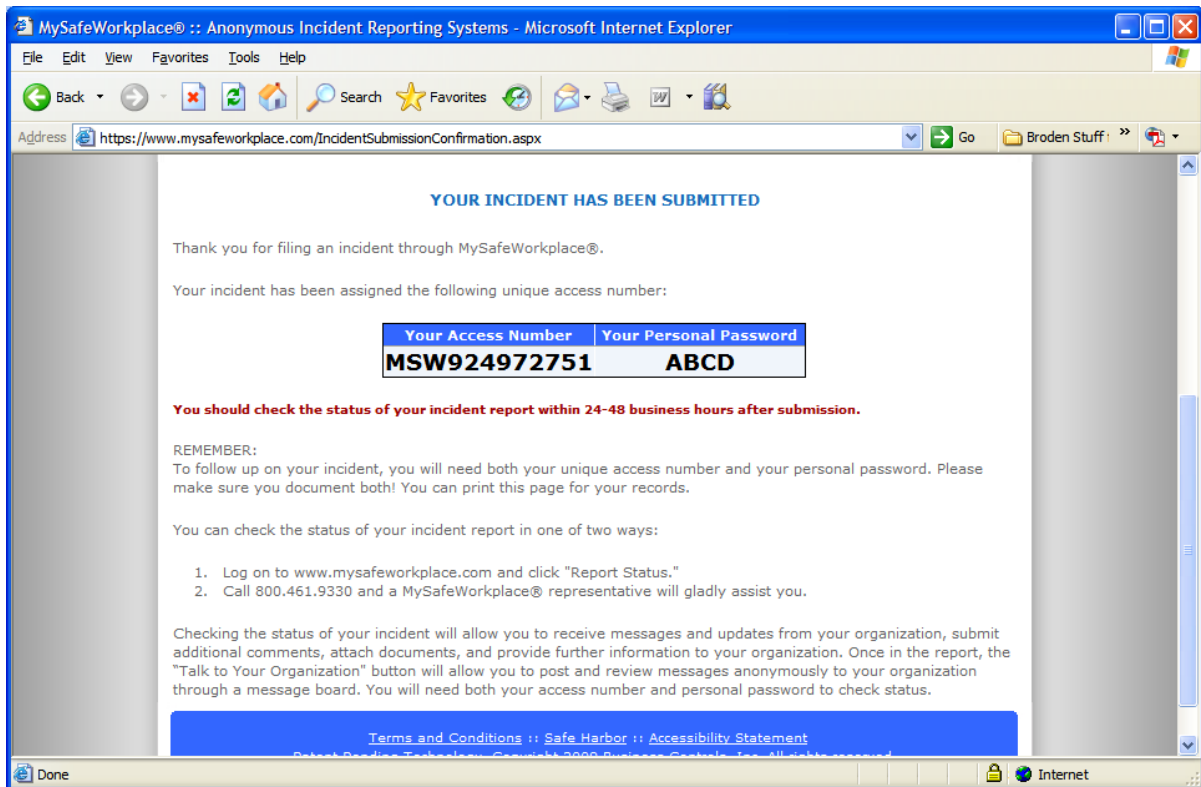
Your incident will be instantly submitted to the appropriate individuals within your Organization for action or further investigation.

<< Back to Incident Submit

[Terms and Conditions](#) :: [Safe Harbor](#) :: [Accessibility Statement](#)  
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After you have reviewed the incident report and are comfortable with it, click **“Submit”**.

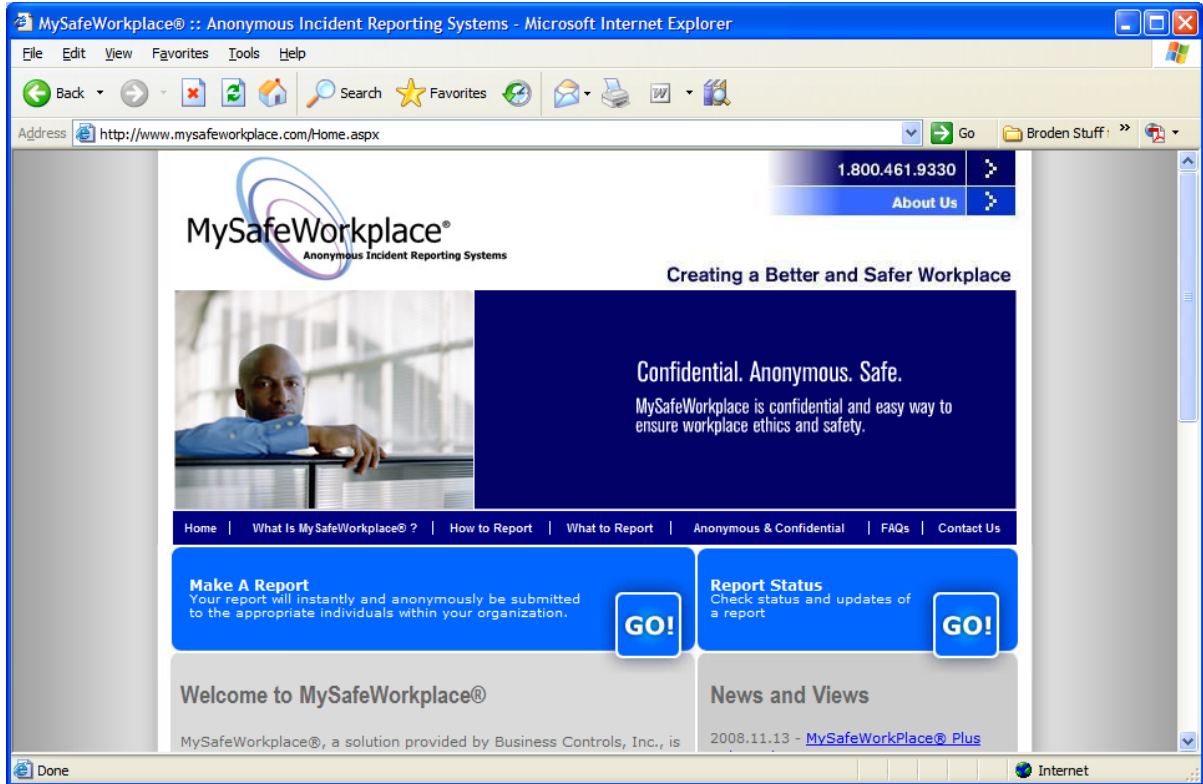
## Submission Details



Following a successful submission, an incident number (*Your Access Number*) will display. **PLEASE WRITE THIS NUMBER DOWN** so that you may check back on the status of your report as well as post and/or receive information from the message board. A notification that a new incident report has been created will be sent to [The Guideline](#).

# Checking the status of a Report

Go to [www.mysafeworkplace.com](http://www.mysafeworkplace.com) on the internet.



Click **“GO!”** in *Report Status*.

# Login

The screenshot shows a web browser window titled "MySafeWorkplace@ :: Anonymous Incident Reporting Systems - Microsoft Internet Explorer". The address bar displays "https://www.mysafeworkplace.com/StatusLogin.aspx". The page features two blue buttons at the top: "Make A Report" with a "GO!" button and "Report Status" with a "GO!" button. Below these is a welcome message: "Welcome back to MySafeWorkplace@. We encourage all reporting parties to check the status of their incident reports and take advantage of the message board capabilities. Below, please enter your unique access number and password. If you are experiencing technical difficulties or you cannot remember either your password or your unique access number, please call 800.461.9330 any time (24 hours a day, 7 days a week, 365 days a year) and a MySafeWorkplace@ representative will gladly assist you." The login form is titled "Login" and contains two input fields: "Access Number" with the value "MSW924972751" and "Password" with masked characters "••••". A "Submit" button is located below the form. A note states: "Please remember that your access number and password are case sensitive." At the bottom, there is a blue footer with links for "Terms and Conditions", "Safe Harbor", and "Accessibility Statement", along with copyright information: "Patent Pending Technology. Copyright 2009 Business Controls, Inc. All rights reserved. MySafeWorkplace@ version 7.7 and Anonymous Incident Reporting Systems are trademarks of Business Controls, Inc. Unauthorized duplication and distribution is strictly prohibited."

Enter the Access Number (incident number) you were given and the password you created after submitting the initial report, then click on the **“Submit”** button.

## Status Information Screen/Message Board

to the appropriate individuals within your organization. **GO!** a report. **GO!**

All times are displayed in the location time zone of: (GMT-07:00) Mountain Time (US and Canada)

[Logout](#)

**Message Board**

To add to your incident report, or to view messages posted by your organization, please click on "Talk to Your Organization" located below.

[Talk to Your Organization](#)

Current Incident Status	Status was changed on
Reviewed	05/27/2009 12:34 PM

**Incident Form**

Information submitted at: 05/27/2009 12:21 PM

**Approximate date and time of incident**

Date: 05/27/2009  
Time: 10:00 AM

**Location of incident**

Organization: CH2M HILL  
Location: DEN-West  
Department:

Status information will display on the screen. To add detail to your original incident report, to view messages from *The GuideLine*, or to add messages click on the **"Talk to Your Organization"** button.

[ Close Window ]

Talk To Your Organization

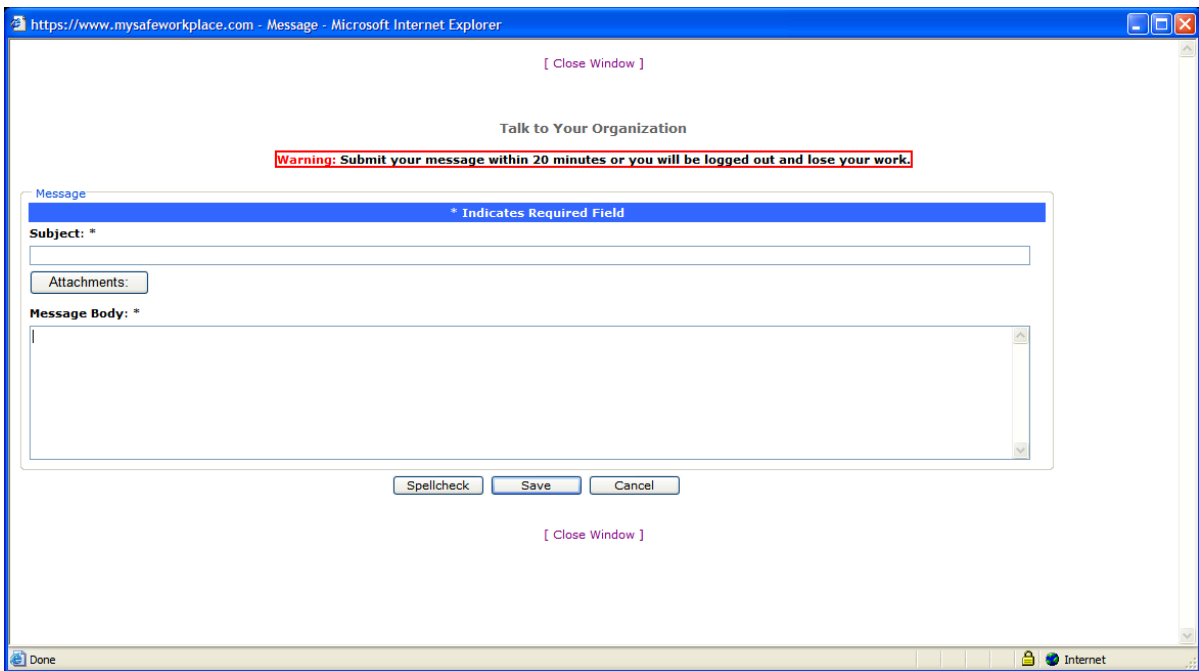
Messages

No messages found

[New Dialogue](#)

[ Close Window ]

Current messages will display for you. To add a new message, click on the **"New Dialogue"** button.



You can add a new message, attach documents pertaining to the incident, or add new detail information related to the incident report. When you are finished, click “**Save**”.

Click [here](#) to learn more about Business Conduct or *The GuideLine* in general.