



Hotline Reporting for Suspected Fraud, Waste and Abuse

Policy Statement

The purpose of this policy is to provide a confidential hotline to help Valdosta State University identify and address problems such as fraud, waste, abuse, and conflict of interest more quickly.

To ensure that the Compliance and Ethics Hotline at Valdosta State University (hotline) is administered in an effective manner and that all reported cases, including any cases regarding allegations of actions that violate the USG's policy prohibiting retaliation, are reviewed in a timely, objective and professional manner.

Procedures

Hotline Provider: Hotline Service Provider: Global Compliance

<https://secure.ethicspoint.com/domain/media/en/gui/76613/index.html> or call toll-free **877-516-3470**

The VSU hotline was established in conjunction with the USG and Global Compliance and as such provides the same breadth of coverage as the USG Compliance & Ethics Hotline.

Administration: A **triage committee** has been established at the University consisting of:

1. University Attorney
2. Director, Internal Audits
3. Chief of Police

The Director of Internal Audits is the Administrator of the hotline system. It is the administrator's responsibility to periodically review the list of users with access to the case management system and ensure that access is appropriate. For example, updates must be made as employees terminate or change duties.

References, Associated Policy(ies), and Supporting Documents

Valdosta State University adheres to the processes outlined in the Board of Regents Business Procedures Manual:

Reporting Wrongdoing & Whistleblower Protection,
http://www.usg.edu/business_procedures_manual/section16/C1526 and
Ethics & Compliance Reporting Hotlines,
http://www.usg.edu/business_procedures_manual/section16/C2343.

These processes include but are not limited to protection against retaliation, investigation of malfeasance and malfeasance reporting as well as the investigative process.



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Affected Stakeholders

Indicate all entities and persons within the university affected by this policy:

- Alumni Graduate Students Undergraduate Students
 Staff Faculty Student Employees
 Visitors Vendors/Contractors Other: _____

Policy Attributes

<i>Responsible Office(s)</i>	Internal Audits, West Hall Suite 1004, 229-245-2491 Legal Affairs, West Hall Suite 1004, 229-333-5351, legal@valdosta.edu Public Safety, 1410 N. Oak St., 229-333-7816
<i>Approving Officer or Body</i>	President, President's Office, West Hall Suite 1004, 229-333-5952, president@valdosta.edu
<i>Date Approved</i>	01/01/2008, 11/17/2014
<i>Next Review Date</i>	12/31/2021
<i>Revisions</i>	06/16/2021: location of responsible offices 06/07/2023: revised URL for Compliance Reporting Hotline