

# **United Independent School District Fraud and Ethics Hotline Frequently Asked Questions**

The United Independent School District is committed to the highest possible standards of ethical, moral and legal business conduct. In line with this commitment the district has established an anonymous reporting hotline. The following is meant to answer the most common questions in relation to this endeavor.

## **1. What is the UISD Fraud and Ethics Hotline?**

The UISD Fraud and Ethics Hotline system is a comprehensive reporting tool to assist management in addressing fraud and ethics violations.

The UISD Fraud and Ethics Hotline is a confidential reporting tool to enable employees to report fraud, ethics and compliance violations. It is operated by a third party: Lighthouse Services, Inc. and is available 24 hours a day, 7 days a week, 365 days a year.

## **2. Why do we need a system like this?**

We believe that you are our most important asset. Through open channels of communication, you can participate in improving UISD and helping to promote a safe and ethical environment.

## **3. What type of situations should I report?**

These guidelines are intended to cover serious concerns that could have a large impact on United Independent School District, such as actions that:

- May lead to incorrect financial reporting;
- Are unlawful;
- Are not in line with board policy, including the Code of Ethics and Standard Practices for Texas Educators; or
- Otherwise amount to serious improper conduct.

These concerns may include ethical violations, internal controls, conflict of interest, violation of the law, violation of board policy, misuse of district property, improper conduct, fraud, theft or embezzlement, vandalism and sabotage, bribery and kickbacks, and falsification of contracts, reports or records.

## **4. What types of situations are best reported to my supervisor or another department?**

Regular business matters that do not require anonymity should be directed to the employee's supervisor and are not addressed by these guidelines. Do not use the fraud and ethics hotline to report complaints or grievances involving wages, working conditions, discrimination, and other personnel issues. These issues should be

reported in accordance with Board Policy DGBA (Local), Employee Complaints/Grievances.

**5. How can I make a report?**

Serious concerns relating to financial reporting, unethical or illegal conduct should be reported by calling toll free at 1-800-398-1496 (English) or 1-800-216-1288 (Spanish). Reports can be made 24 hours a day, 7 days a week and 365 days a year.

**6. Are the operators bilingual?**

Yes, operators are available to answer calls in English and Spanish 24 hours a day, 7 days a week and 365 days a year.

**7. Will my identity remain confidential?**

Callers to the Hotline will have the ability to remain anonymous if they choose. Please note that the information provided by you may be the basis of an internal and/or external investigation into the issue you are reporting and your anonymity will be protected to the extent possible by law. However, your identity may become known during the course of the investigation.

**The Anonymous Reporting Hotline telephone number is:**

**1-800- 398-1496 (English)**

**1-800-216-1288 (Spanish)**

