

TEXAS STATE TECHNICAL COLLEGE
STATEWIDE OPERATING STANDARD

No. GA 1.17	Page 1 of 4	Effective Date: 01/04/2019
DIVISION:	General Administration	
SUBJECT:	Fraud Hotline	
AUTHORITY:	Minute Order #55-06	
PROPOSED BY:	Jason Mallory	
TITLE:	Director of Audits	Date: 01/04/2019
RECOMMENDED BY:	Jason Mallory	
TITLE:	Director of Audits	Date: 01/04/2019
APPROVED BY:	Mike Reeser	
TITLE:	Chancellor	Date: 01/04/2019

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I. STATEWIDE STANDARD

POLICY: It is the policy of Texas State Technical College (TSTC) that the College facilitate a confidential reporting mechanism for members of the College community to report suspected fraud or other such unlawful conduct.

II. PERTINENT INFORMATION

This policy and statewide standard responds to industry best practices and the Texas Governor’s Executive Order RP36 of 2005. In addition, TSTC has a value statement based on integrity that stresses accountability and good stewardship. TSTC is committed to demonstrating its worthiness of the public trust and to creating a culture with zero tolerance for fraud or other such unlawful conduct. Toward this end, TSTC has selected a third-party vendor to provide members of the College community with a simple, risk-free mechanism to report suspected fraud and abuse anonymously and confidentially.

III. GENERAL GUIDELINES

A confidential hotline to report suspected fraud, waste and abuse shall be maintained, and reporting standards shall be published.

IV. DEFINITIONS

None Applicable

V. DELEGATION OF AUTHORITY

The Chancellor and Vice Chancellors have the authority and responsibility to ensure compliance with and uniform implementation of this statewide standard. The Internal Audit Department through the Director of Audits is responsible for administering this policy and is to be kept fully informed on all cases of reported fraud or abuse and their disposition.

VI. PERFORMANCE STANDARDS

1. The fraud hotline is administered appropriately.
2. Current and new employees are aware of fraud hotline. New employees receive information regarding the hotline during new employee orientation.
3. Appropriate employees and College constituents are trained in the use of the fraud hotline.

APPENDIX

VII. RELATED STATEWIDE STANDARDS. LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

[GA 1.15, Fraudulent Use of Assets and Resources](#)

[GA 1.16, Reporting of Wrongdoing or Retaliation](#)

VIII. OPERATING REQUIREMENTS

Purpose of the Hotline

To combat fraud and abuse, TSTC chooses to contract with a third-party vendor to administer TSTC's anonymous whistleblower fraud hotline. TSTC shall not tolerate any retaliatory actions against any employee or College constituent for making a good faith report of suspected fraud or other such unlawful conduct.

Confidentiality of the Hotline

Anyone who employs the fraud hotline must be assured that his/her identity shall be protected, if desired. The website and the telephone line used for this reporting mechanism shall be secure to ensure confidentiality. Users shall receive a User ID and a password enabling them to check on the progress or answer any questions concerning the event they have reported using the fraud hotline.

What to Report on the Hotline

If a TSTC employee or a member of the College community suspects that an activity may involve fraudulent, abusive, or wasteful behavior, he/she shall be encouraged to report it using the fraud hotline.

How to Report Using the Hotline

Two options shall be available to all employees, students, and other College constituents for reporting known or suspected fraud and other such unlawful acts. Both websites are accessible through the "Report, Fraud or Abuse" sections available at the bottom of the main pages of the TSTC website and Employee Portal.

- The fraud hotline website is at <http://TSTCEthics.ethicaladvocate.com>. The toll free telephone number is (877) 448-5650.
- The Texas State Auditor's Office, an external agency in Austin, also maintains a confidential fraud hotline. Reports to it should be made at <http://sao.fraud.texas.gov> or 1-800-TX-AUDIT.

Administration of the Hotline

The Internal Audit Department, a department within the College, shall administer the fraud hotline reporting system and shall determine the appropriate disposition of all received reports of fraud or other such illegal acts. The Internal Audit Department will review each complaint within 5 business days of receiving notification, and shall forward the reports to the appropriate department for resolution, if it is determined to be a non-fraudulent activity. The Director of Audits shall be kept informed on reported cases of fraud and their disposition. The Texas State Auditor's Office will determine the appropriate investigative procedures for reports made directly to the Auditor's Office via its hotline.

Employee Training

The Human Resources Department shall ensure that current and new employees are familiar with the fraud hotline and that appropriate employees and College constituents are trained in its use.