



# FRAUD & ETHICS HOTLINE



**Columbus City Schools** values honesty and integrity. We have a commitment to cultivate high ethical standards and promoting conduct that strengthens public trust and confidence in the integrity of our work.

We know that our exceptional team of employees is the foundation for any success we enjoy as a school district. First and foremost, our responsibility is to provide you with a safe and secure work environment. To help keep our reputation strong, we need everyone's help.

## What is fraud or financial abuse?

The **Fraud & Ethics Hotline** service is intended to cover serious concerns that could have a significant impact on Columbus City Schools, examples might include:

- ▶ An employee is being paid inappropriately, such as overtime without working overtime.
- ▶ A school fundraiser is conducted and the monies are not turned in to the school.
- ▶ District facilities being rented without following proper procedures.
- ▶ An employee awards a contract to a vender, who subsequently hires the employee's child.
- ▶ Supplies are being used for work other than that of the District.
- ▶ Confidential student documents being released to someone not entitled to see them.

## How does the Columbus City Schools Fraud & Ethics Hotline work?

The Columbus City Schools **Fraud & Ethics Hotline** service procedure can be accessed as follows...

- ▶ Employees can call the toll free **Hotline** by dialing: **(855) 678-6764**, where a trained, independent professional answers calls 24 hours, seven days a week. Callers are guaranteed confidentiality and can choose to remain anonymous. The voice mail system does not have call ID enabled and no effort will be made to identify the caller. The caller will be given a case number and can follow-up on the status of his/her report.
- ▶ From any computer that can access the Internet, employees can log on to [www.columbus.ethicspoint.com](http://www.columbus.ethicspoint.com) and follow the "To Make a Report" directions, and can choose to remain anonymous. Once completed, the employee will be assigned a unique code called a "report key" and provided a password to follow-up on the status of his/her report after 5-6 business days for feedback or questions.
- ▶ Generally, it should take less than 15 minutes to file a complaint using the anonymous reporting line or toll free telephone number.
- ▶ You can return to the **EthicsPoint** system again either by Internet or telephone and access the original report to add more detail or answer questions posed by an **EthicsPoint** representative and add further information that will help resolve open issues.
- ▶ Information provided by the caller is summarized and forwarded to the district's Office of Internal Audit for confidential follow-up.

Columbus City Schools' employees have the right to work in a positive environment, and with the right comes the responsibility of acting in an ethical manner and letting the appropriate people know if someone is not acting appropriately. By working together, we can maintain a healthy and productive environment.

