

## ANONYMOUS REPORTING HOTLINES

This is a reminder that, as part of the University of Cincinnati's commitment to ethics and compliance, UC utilizes an Anonymous Reporting Hotline to provide the university community with a simple, anonymous way to report activities that may involve **illegal, unethical or inappropriate behavior in violation of UC policies**.

UC uses EthicsPoint, Inc., an outside vendor specializing in anonymous reporting line services, to manage the Anonymous Reporting Hotline. Reports of such acts may be reported via telephone or via a secured web site and can be submitted anonymously. This anonymous reporting hotline is **NOT** intended to be a vehicle for reporting general complaints or matters involving student conduct. Harassment, fraud, theft, research misconduct, NCAA noncompliance are some examples of serious issues that could be reported through UC's hotline.

Members of the university community are still encouraged to utilize existing reporting mechanisms, such as one's supervisor or other campus entities, as appropriate. In addition, UC has its tool, "UC is Listening", that allows for reporting of general complaints or feedback. The Anonymous Reporting Hotline is an alternative for those in the university community who do not feel comfortable bringing a matter to one's supervisor.

UC's Anonymous Reporting Hotline is staffed 24/7 with live operators from EthicsPoint, or, alternatively, one may make a report via the web.

### **UC's Anonymous Reporting Hotline:**

Toll-free telephone number: 1-800-889-1547

Web page: <https://secure.ethicspoint.com/domain/media/en/gui/22314/index.html>

The above web page will be also able to be accessed from the Internal Audit web page: [http://www.uc.edu/af/internal\\_audit/default.html](http://www.uc.edu/af/internal_audit/default.html)

Please visit the UC Internal Audit webpage for more information about UC's Anonymous Reporting hotline.

Additionally, the Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or through the United States mail.

### **Auditor of State's fraud contact information:**

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State's office

Special Investigations Unit

88 East Broad Street

P.O. Box 1140

Columbus, OH 43215

Web: [www.ohioauditor.gov](http://www.ohioauditor.gov)

## **124.341 Violation or misuse - whistleblower protection.**

(A) If an employee in the classified or unclassified civil service becomes aware in the course of employment of a violation of state or federal statutes, rules, or regulations or the misuse of public resources, and the employee's supervisor or appointing authority has authority to correct the violation or misuse, the employee may file a written report identifying the violation or misuse with the supervisor or appointing authority. In addition to or instead of filing a written report with the supervisor or appointing authority, the employee may file a written report with the office of internal auditing created under section 126.45 of the Revised Code or file a complaint with the auditor of state's fraud-reporting system under section 117.103 of the Revised Code.

If the employee reasonably believes that a violation or misuse of public resources is a criminal offense, the employee, in addition to or instead of filing a written report or complaint with the supervisor, appointing authority, the office of internal auditing, or the auditor of state's fraud-reporting system, may report it to a prosecuting attorney, director of law, village solicitor, or similar chief legal officer of a municipal corporation, to a peace officer, as defined in section 2935.01 of the Revised Code, or, if the violation or misuse of public resources is within the jurisdiction of the inspector general, to the inspector general in accordance with section 121.46 of the Revised Code. In addition to that report, if the employee reasonably believes the violation or misuse is also a violation of Chapter 102., section 2921.42, or section 2921.43 of the Revised Code, the employee may report it to the appropriate ethics commission.

(B) Except as otherwise provided in division (C) of this section, no officer or employee in the classified or unclassified civil service shall take any disciplinary action against an employee in the classified or unclassified civil service for making any report or filing a complaint as authorized by division (A) of this section, including, without limitation, doing any of the following:

- (1) Removing or suspending the employee from employment;
- (2) Withholding from the employee salary increases or employee benefits to which the employee is otherwise entitled;
- (3) Transferring or reassigning the employee;
- (4) Denying the employee promotion that otherwise would have been received;
- (5) Reducing the employee in pay or position.

(C) An employee in the classified or unclassified civil service shall make a reasonable effort to determine the accuracy of any information reported under division (A) of this section. The employee is subject to disciplinary action, including suspension or removal, as determined by the employee's appointing authority, for purposely, knowingly, or recklessly reporting false information under division (A) of this section.

(D) If an appointing authority takes any disciplinary or retaliatory action against a classified or unclassified employee as a result of the employee's having filed a report or complaint under division (A) of this section, the employee's sole and exclusive remedy, notwithstanding any other provision of law, is to file an appeal with the state personnel board of review within thirty days after receiving actual notice of the appointing authority's action. If the employee files such an appeal, the board shall immediately notify the employee's appointing authority and shall hear the appeal. The board may affirm or disaffirm the action of the appointing authority or may issue any other order as is appropriate. The order of the board is appealable in accordance with Chapter 119. of the Revised Code.

(E) As used in this section:

- (1) "Purposely," "knowingly," and "recklessly" have the same meanings as in section 2901.22 of the Revised Code.
- (2) "Appropriate ethics commission" has the same meaning as in section 102.01 of the Revised Code.
- (3) "Inspector general" means the inspector general appointed under section 121.48 of the Revised Code.

Amended by 129th General Assembly File No. 73, HB 66, § 1, eff. 5/4/2012.

Effective Date: 10-31-1990; 07-01-2007; 2007 HB166 02-14-2008

**ACKNOWLEDGEMENT OF RECEIPT OF AUDITOR OF STATE FRAUD REPORTING  
SYSTEM INFORMATION**

Pursuant to Ohio- Revised Code 117.103(B)(1), a public office shall provide information about the Ohio fraud reporting system and the means of reporting fraud to each new employee upon employment with the public office.

Each new employee has thirty days after beginning employment to confirm receipt of this information.

By signing below- you are acknowledging the University of Cincinnati provided you information about the fraud reporting system as described by Section 117.103(A) of the Revised Code, and that you read and understand the information provided. You are also acknowledging you have received and read the information regarding Section 124.341 of the Revised Code and the protections- you are provided as a classified or unclassified employee if you use the before mentioned fraud reporting system.

I, have read the information provided by my employer regarding the fraud-reporting system operated by the Ohio Auditor of State's office. I further state that the undersigned signature acknowledges receipt of this information.

**Raja Mummid**

PRINT NAME

\_\_\_\_\_  
TITLE

**UCIT Student Services**

DEPARTMENT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE