

## **Compliance and Ethics Hotline FAQ**

### **What is the Compliance and Ethics Hotline?**

The Compliance and Ethics Hotline is a confidential toll-free number and web-reporting site to help individuals report known or suspected violations of laws, rules, regulations, policies or procedures in the workplace. An external company called Lighthouse Services manages the Hotline.

### **Why do we need a Reporting Hotline?**

- The PSU's policy on Reporting Compliance and Ethics Violations mandates that individuals report known or suspected violations of laws, rules, regulations, policies, or procedures to a university official.
- Federal rules for compliance programs encourage the creation of a communication line that allows anonymous reporting of possible regulatory compliance problems and concerns.
- In January 2005, the American Institute of Certified Public Accountants suggested that all organizations apply an anonymous reporting system, if possible, operated by a third party. PSU selected Lighthouse Services as a third party to provide an anonymous reporting service.

### **When should I use the Compliance and Ethics Hotline?**

If you observed, or learned of, a known or suspected violation of laws, rules, regulations, policies, or procedures, then you should report it to your supervisor or the appropriate PSU official listed in PSU's Compliance and Ethics Reporting policy. If you are not comfortable reporting the known or suspected violation personally, if there is no clear reporting line, or if you wish to remain anonymous, you may use the Compliance and Ethics Hotline.

### **Can I report a known or suspected violations of laws, rules, regulations, policies, or procedures if I am not a PSU employee?**

Individuals should report known or suspected violations of laws, rules, regulations, policies, or procedures to the PSU's Compliance and Ethics Hotline or a University Official.

### **What type of circumstances should I report?**

Individual's should report known or suspected violations of laws, rules, regulations, policies, or procedures (see PSU's Compliance and Ethics policy)

### **What if I am not sure I have observed or learned of a known or suspected violation of law, rules, regulations, policy or procedure? What if the information just does not look right to me?**

If you are not sure, you should report the information either personally or through the PSU's Compliance and Ethics Hotline.

### **Why should I report a known or suspected violation?**

As a publicly supported institution, unethical conduct affects the entire university, including employees, students, alumni, the community, and Kansas taxpayers. If you know or suspect

violations of laws, rules, regulations, policies, or procedures, it is your obligation to yourself and your coworkers to report it.

**Is my report important to the University?**

Yes, your report is very important to PSU. In fact, university administrators need you to report known or suspected violations. You are in a position to observe many activities on campus - both good and bad. You may have initial knowledge of an action that may be cause for concern. Also, your reporting can reduce the potential negative impact on the University.

**Will I be retaliated against for making a report?**

PSU follows the federal and state laws concerning retaliation. Reporters of the known or suspected violations of laws, rules, regulations, policies or procedures in the workplace will not be retaliated against for making a report. Also, you can remain anonymous when reporting through the Hotline.

**How do I file a report with the Compliance and Ethics Hotline?**

You can file a confidential, anonymous report via either the telephone or the internet. To report via the phone number call 844-410-0003. To make a report via the internet use: [www.lighthouse-services.com/pittstate](http://www.lighthouse-services.com/pittstate) and follow the steps.

**Where do these reports go? Who can access them?**

Reports are sent directly to the Lighthouse secure server. The reports will be accessible to PSU administrators who are responsible for reviewing the report and determining next steps.

*Approved August 24, 2015*