

# South Carolina Technical College System

## Finance Division: Internal Audits

### Fraud & Abuse Hotline Policy and Procedures

#### **Purpose**

To establish policies, procedures and responsibilities for the operation of the Fraud & Abuse Hotline for members of the South Carolina Technical College System (SCTCS), its member institutions, and customers. This may include fraud, theft, conflicts of interest, abuse of assets or property, or violations of laws or regulations.

#### **Policy**

The purpose of this policy is to communicate SCTCS's desire to eliminate unethical practices while creating an environment in which employees, students and other parties are encouraged and comfortable in reporting fraud, waste, and abuse. Our policy allows individuals to identify themselves or to remain anonymous when reporting suspected instances of fraud, waste, and abuse. Our policy is to endorse proactive oversight and a follow-up system that ensures high program standards.

#### **Procedures**

If you suspect that fraud, waste, or abuse has occurred, please contact the Finance Division: Internal Audits.

- Via Phone:  
866-363-7214 (toll free hotline number)  
803-896-2655 (local hotline number)
- Via Email:  
[www.sctechsystem.edu/fraud](http://www.sctechsystem.edu/fraud)
- In Writing:  
South Carolina Technical College System  
Finance Division: Internal Audits  
111 Executive Center Drive  
Columbia, SC 29210

The hotline is available 24 hours a day. Call at any time and from anywhere. It is not necessary to identify yourself, but it would help if further information is needed. Your privacy is respected, and every effort has been made to protect your anonymity. Neither calls nor emails can be identified or traced.

#### **Responsibilities**

1. The Finance Division: Internal Audits has the primary responsibility for receiving and investigating reported incidents; however, the Audit Manager may contact other officials, as deemed appropriate, to establish a team to proceed with the review of allegations. To the extent possible under state and federal law, source information will be kept confidential by the investigative team.
2. Faculty, staff, and administrators at all levels are accountable for setting the appropriate of intolerance for dishonest or fraudulent acts by complying with laws, rules, regulations and policies.

3. Faculty and administrators should be aware of the risks and exposures in their area of responsibility and are responsible for establishing and maintaining proper internal controls that will provide for the security and accountability of the resources entrusted to them.
4. In those instances where the investigation indicates possible criminal activity, the investigation will be turned over to the appropriate law enforcement agency.
5. The results of investigations conducted by the Finance Division: Internal Audits will be communicated orally and/or in writing to the Board of Trustees, the President of the SCTCS, and other appropriate administrators.
6. Faculty, staff, and administrators who are acting in good faith to report suspected dishonest or fraudulent acts are protected by state law (SC Code of Laws Title 8, Chapter 27) against retaliation by the SCTCS or its member institutions for making such a report; however, any person determined to make frivolous claims under this policy will be subject to appropriate disciplinary procedures including termination from employment.