

## **THE PROCESS**

### **Filing a Report**

If you are uncomfortable discussing your concerns with a university official or believe your concerns are being ignored or wish to remain anonymous, you may file a report by toll-free telephone call or by the internet.

1.800.854.8443 (toll-free, 7 days a week/24 hours a day) (bilingual)  
<https://www.compliance-hotline.com/pacificfraudhotline.jsp>

- 1) Specify the primary issue you are reporting about from the available choices.
- 2) Complete the report providing the "Who, What, Where & When"
- 3) Write down the report number and PIN number given to you by Global Compliance so if you want to follow up later you can.
- 4) Follow up 14 days later and anytime after that to see that status of the report. The call back feature allows officials to ask questions back to the caller even if they have requested anonymity.
- 5) The caller will be asked to supply their contact information, however, the caller may remain anonymous if he/she wishes.

Employees who report conduct that they believe is illegal or unethical should have a reasonable factual basis and should include as much specific information as possible. The Hotline representative will ask the caller a series of questions in order to gather sufficient information for follow up.

### **Investigation**

The Fraud Hotline does not manage any resulting research or inquiry from a report nor does it make recommendations on the outcome. Instead, it routes information back to the Office of Internal Audit. If, in the judgment of the Office of Internal Audit, a reported allegation would constitute unethical or illegal business activity and specific or corroborating evidence is contained in the report or may be obtained, an investigation will generally be conducted.

Effort will be made to conduct investigations discreetly. Other departments may become involved in the investigation based on their areas of oversight responsibility or expertise.

### **Prohibited Retaliation**

An individual who in good faith reports a concern is prohibited from being retaliated against. An employee who engages in retaliation or harassment against a reporter is subject to discipline, up to and including termination.

All reported concerns are presumed to be in good faith. "Good faith" means "sincere" without any improper motive and with a factual basis for believing that unethical or illegal business activity has occurred or will soon occur. Reports without good faith should not be made and could subject the reporting person to institutional disciplinary action.

### **Anonymity**

Global Compliance does not track the source of reports, identify screen names or record internet addresses from computers. Your report is anonymous regardless of where you are when you file your report.