



Cleveland State University

Department of Human Resources

Notice of Ethics and Fraud Reporting

Reporting violations of the University's Code of Ethics

To reinforce our commitment to compliance and integrity, and in support of the University's current [Code of Ethics](#), if you encounter a situation in the workplace that you believe will compromise the University's principles of compliance and integrity, we encourage you to discuss it with your supervisor, the head of your department, the Human Resources Department, Office for Institutional Equity, the Department of Audits, the Police Department or the Office of General Counsel.

If raising an issue in this way makes you uncomfortable, you may report your concerns by calling the University's toll-free Action Line number. All types of misconduct may be reported anonymously, including mismanagement of funds, fraud, abuse, harassment, discrimination, retaliation or other violations of law or University policy. The University is committed to addressing any compliance issue brought to our attention through the Action Line in a prompt, fair and sensitive manner. This Action Line has been established to provide you with an additional mechanism to communicate your concern. The Action Line service is provided through an independent company that will protect your anonymity to the extent feasible consistent with University policies and applicable federal, state, and local laws. You can call from any phone free of charge, and it is available to all employees, 24 hours a day and 365 days a year. Reports can be made by calling 888.837.1824. The Action Line can also be reached online at: <https://secure.ethicspoint.com/domain/media/en/gui/42255/index.html>.

Further, if you suspect fraud, waste or misuse of taxpayer funds, you can call the **Auditor of State's Fraud Hotline: 1-886-372-8364**. Or go to [http://www.ohioauditor.gov/publications/press kit fraud.pdf](http://www.ohioauditor.gov/publications/press%20kit%20fraud.pdf) to see ways to send your tip by e-mail, mobile app, or a letter.

The Auditor of State's office follows up on every tip and you can remain anonymous. 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.

What to include when reporting fraud?

- A detailed description of the suspected theft/fraud. Provide as much detail as possible, specify who, what, where, when and how.
- The agency where suspected fraud is taking place.
- Copies of all available documentation.
- Identify any witnesses who may have knowledge of the suspected theft/fraud. Include their contact information whenever possible.

Although anonymous complaints are welcome, we encourage you to leave your contact information in case additional information or explanation is required.

Please sign the attached form and return to Human Resources along with any other New Hire paperwork.

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 Cleveland State University 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.

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.

PRINT NAME,

TITLE AND DEPARTMENT,

PLEASE SIGN NAME

DATE