

**Effective:** October 8, 2013

**Administrative Policy**  
**COMMUNICATION of SUSPECTED FRAUD, UNETHICAL and ILLEGAL**  
**BUSINESS ACTIVITY**

**Approved:** October 8, 2013  
President's Cabinet

---

The purpose of this policy is to establish a non-retaliatory incident reporting process by which Millersville University stakeholders including employees, students and others in the campus community have a confidential means to report situations believed to be inappropriate.

Examples comprise but are not limited to abuse, improper conduct, policy violations, financial matters including theft and fraud, ethical concerns, legal violations, intercollegiate athletics violations, environmental health and safety issues, etc.

This policy describes two options for university stakeholders to report perceived inappropriate behavior.

**Option 1**

Millersville University encourages its employees to first attempt resolution of employment-related concerns, such as collective bargaining agreement violations and/or benefit matters, through established personnel channels. University human resources and/or employee and labor relations offices should be consulted to address matters locally, whenever possible.

Millersville University employees who know or suspect that other employees, business partners or vendors are engaged in inappropriate behavior, are encouraged to report such activity to their supervisor, department head or responsible official, or when in doubt, the Vice President for Finance and Administration.

**Option 2**

EthicsPoint, is an incident reporting system developed by PASSHE. This is a second option to report inappropriate behavior. Reports submitted through EthicsPoint will be handled in a timely, discreet and appropriate manner.

PASSHE's Office of Internal Audit and Risk Assessment along with PASSHE's Special Investigator, will receive reported information from EthicsPoint with necessary facts being shared only with those individuals essential for the investigation and resolution of potential concerns. The information you provide will be sent to PASSHE by EthicsPoint on a totally confidential and anonymous basis if you should choose.

### **Hotline Options and Operations**

You may use either of the following two methods to submit a report:

Go to the Millersville home page at the following address - <http://www.millersville.edu>. Select the icon at the bottom right hand side of the home page which says 'PASSHE Fraud/Waste/Abuse' incident reporting system HOTLINE. Follow the instructions on 'How to Make a Report' link at the top of this web page

or,

Dial toll-free, within the United States, Guam, Puerto Rico and Canada:  
855-298-5316.

After you complete your report, you will be assigned a unique code called a "report key." Write down your report key and password and keep them in a safe place. After **5-6** business days, use your report key and password to check your report for feedback or questions.

### **EthicsPoint is NOT a 911 or Emergency Service**

Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please contact your local authorities.