

The City of Bowling Green Employee Hotline Issues/Topics Accepted

Issue Name	Issue Description
Accounting/Auditing Irregularities	Acts related to the misstatement and/or destruction of City audit work papers or accounting documents. Acts that fraudulently influence, coerce, manipulate, or mislead any internal or external auditor or accountant.
Abuse of City Position	The use or attempt to use his or her official position to secure special privileges, exemptions, personal or financial gain, or to avoid consequences of illegal acts for himself or herself, any family member, or others.
Badges/Access Control/Keys	Information pertaining to the misuse, duplication of, or unauthorized access given to employees or others which provides unauthorized access to or use of city property or equipment.
Confidentiality and Misappropriation	Confidentiality refers to the protection of the City's and our citizens' non-public information and use of such information only for legitimate business purposes.
Conflict of Interest	An employee owes a duty to their employer to act in the interest of the employer (and no other) when carrying out the duties of an employer. A conflict of interest exists when the employee has some other interest (relative, friendship or financial) in the transaction that may divide the employee's interests and put his duty to his employer in jeopardy. (Examples include: inappropriate vendor relations, bribery, misuse of confidential information, inappropriate customer relations)
Contractor/Vendor Relations	Concerns regarding personal ties to or bias towards contractors/vendors (Examples include: awarding a vendor contract to a relative without going through a competitive bid process, allowing a vendor an unfair advantage by giving them proprietary information during the bidding process, bribery, inappropriate customer/vendor relations, etc.)
Data Privacy	Refers to the technical, contractual, administrative and physical steps taken by the City to protect against unauthorized access to and disclosure of personally identifiable data of employees and customers, and other third parties.
Fraud	Deliberate attempts to deceive in order to receive gain. (Examples include: fraudulent refund, transaction, and personal use of city procurement card)
Employee Benefits Abuses	Improper, misleading or deceptive actions/statements, falsification of records, or misrepresentation of actual conditions related to employee benefit plans; including health and supplemental insurance plans, sick leave bank, disability leave bank and donations or other paid time-off programs.
Health or Safety Law	Violation of any regulation, corporate policy or procedure with respect to the handling and disposal of hazardous materials or the health and safety of other individuals.

Falsification of City Records	Falsification of records consists of altering, fabricating, falsifying, or forging all or any part of a document, contract or record for the purpose of gaining an advantage, or misrepresenting the value of the document, contract or record.
Health Insurance Portability and Accountability Act	This Category should be selected if there is a concern with the improper use or disclosure of Protected Health Information. Protected Health Information is information that: (1) is created or received by a health care provider, health plan, public health authority, employer, life insurer, school or university, or health care clearinghouse; and (2) relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and (i) that identifies the individual; or (ii) for which there is a reasonable basis to believe the information can be used to identify the individual.
Improper Giving or Receiving of Gifts	The giving, receiving or solicitation of items which could be reasonably interpreted as an effort to influence a business relationship or decision; items given, received or solicited for the benefit of an individual or an individual's family or friends; items given, received or solicited during or in connection with contract negotiations; the acceptance of cash, checks, money orders, vouchers, gift certificates, loans, products, or services.
Improper Supplier or Contractor Activity	Supplier or contractor activity in violation of city policies and procedures; improper supplier or contractor selection based on personal gain, improper negotiation or diversion of contract awards.
Nepotism	No relative of the Board of Commissioners or the City Manager may be employed or assigned to any type of position under the jurisdiction of the City Manager or be appointed to a City created or joint board. Employees cannot be involved in the hiring, supervision, promotion, evaluation, training and/or discipline of any relative (relative is defined in the City's Code of Ethics) in any type of position under the City Manager. Cohabitation with one's supervisor is prohibited.
Offensive or Inappropriate Communication	The use of inflammatory, derogatory, unduly critical or insulting communication.
Retaliation	Verbal, physical or written discriminatory or harassing behavior toward an individual who has made a good faith report regarding a compliance issue.
Substance Abuse	Substance abuse is defined as the misuse of both legal and illegal drugs including alcohol. (Examples include: cocaine, narcotics, marijuana, stimulants)
Theft of Cash/Goods	Theft of money including false refunds/voids. The taking or removal of any merchandise or property from the premises of the City without authoritative permission and with the intent to permanently deprive the City of the goods.

Threat or Inappropriate Supervisor Directive	Improper use of supervisory authority in response to employee taking action or refusing to take action.
Time Abuse	Any act or omission, which causes an employee to be paid for, time not worked for the benefit of the City.
Unauthorized Discounts	The offering or giving of a discount or additional discount to any person whether employee or customer which is not authorized by the City policy.
Violation of Policy	Willful or innocent actions that are in direct violation of City policy, procedures, Code of Ethics, and/or implied contractual responsibilities. (Examples include: non- disclosure agreements, hiring standards, safety, Internet usage, administrative or departmental policy and procedures)
Workplace Violence	A verbal or physical threat of bodily harm to any person currently working or anyone who will be returning to work, allowing the individual who made the threat to carry out the threat.
Other	If you feel that the definitions above do not describe the event, action or situation you are looking to report about, please use this category.