



## **Pennsylvania State System of Higher Education (PASSHE) Fraud/Waste/Abuse Incident Reporting System**

### **Reporting Hotline:**

PASSHE is committed to high ethical standards and the enforcement of policies, procedures, and legal requirements. The concerns of employees, students, and others within the university communities regarding matters of wrongdoing are important; therefore, an incident reporting system has been established as a means to confidentially identify 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. If desired, the reporting individual may remain anonymous.

PASSHE encourages its employees to 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. The hotline is not intended as a means to report employment disputes addressed through collective bargaining agreements.

PASSHE has selected NAVEX Global to provide an incident reporting system. Reports submitted through NAVEX Global will be handled timely, discretely, and in an appropriate manner. PASSHE's Office of Internal Audit and Risk Assessment will receive reported information from NAVEX Global with necessary facts being shared only with those individuals essential for the investigation and resolution of potential concerns.

NAVEX Global and PASSHE are committed to safeguarding the confidentiality of information received. Materials will be securely governed as work product materials of the Office of Internal Audit and Risk Assessment. No retaliatory actions will be taken against anyone for reporting or inquiring in good faith about potential concerns of PASSHE operations.

### **How to File a Report:**

You may report an incident using this website by clicking [here](#), or through the NAVEX Global Call Center by dialing toll-free 1-855-298-5316 where you can speak with a live operator. Website reporting affords for the uploading of documents and/or photographs supporting the incident report. NAVEX Global is designed to afford reporter anonymity. This covers information submitted via the website link and use of the toll-free telephone number.

Alternatively, a written report/information may be submitted to the following address:

Pennsylvania State System of Higher Education  
Director, Office of Internal Audit and Risk Assessment  
2986 N. Second Street  
Harrisburg, PA 17110

Filing a report through NAVEX Global utilizes a password protected protocol to ensure informer anonymity. Following web-based on-screen instructions or those of the intake operator, you will be guided through a process to generate both a unique "Password" and an identification code called a "Report Key." This information is to be maintained in a safe place, as the "Password" and "Report Key" will be needed to follow-up, review, or amend your report.

### **Follow-up:**

Ten business days after you file a report through NAVEX Global, please return to the website or call back on the toll-free telephone number for any follow-up questions, additional requested information, or a status resolution pertaining to the matter you reported.

NAVEX Global also provides availability for participation in a website "EthicsChat." If you agree to participate, at a prearranged time, you can select "Join a Chat." You will be able to communicate real-time via typewritten words with staff of the Office of Internal Audit and Risk Assessment. This exchange provides an opportunity to clarify details, answer questions, and supply additional information regarding your report. Anonymity is assured through the use of software assigned user identification codes.

### **NAVEX Global is not an Emergency Response Responder:**

This site is not intended as a 911 or emergency service provider. Do not use this reporting method to identify events posing an immediate or imminent threat or danger. Reports placed through NAVEX Global will not generate an immediate response to an emergency. If you have an emergency situation, you must immediately dial 911 and/or contact appropriate local emergency personnel.