

FREQUENTLY ASKED QUESTIONS REGARDING THE COMPLIANCE HOTLINE

What is the Compliance Hotline?

The Compliance Hotline is a toll-free number **(1-877-217-2426)** you can call anytime from anywhere to anonymously report suspected compliance violations of any federal or state laws, Regents' *Rules*, and U. T. System policies or procedures.

What is the Hotline's purpose?

The purpose of the hotline is to provide employees with an alternative method of reporting suspected compliance violations, other than using regular administrative channels. While you are encouraged to report compliance issues directly to your immediate supervisor, U. T. System recognizes that this may not always be an option and has made the Compliance Hotline available to employees for this very reason.

How does the Hotline work?

The hotline is a resource available to all System Administration employees. System Administration contracts with a private company, The Network, Inc., to provide the hotline service that is staffed with specially trained personnel to interview callers to the hotline. System Administration employees do not answer calls. When you call the hotline, you will be asked to describe the suspected compliance problem in as much detail as possible. You do not need to tell them who you are. Upon completion of your call, the interviewer will promptly relay the information to the System Administration Compliance Officer.

What types of situations should be reported to the Hotline?

Calls to the hotline should be made in good faith and to report suspected compliance violations of any federal or state laws, Regents' *Rules*, and U. T. System policies or procedures. Typical calls could pertain to misuse of System property, time or expense abuses, conflicts of interest, discrimination, fraud, harassment, safety issues, and retaliation. This list is not all-inclusive; any issue that appears to be in violation of the laws, regulations and policies reflected in the [Standards of Conduct Guide](#) should be reported.

Are all calls to the Hotline accepted?

Although the hotline was established to report suspected compliance violations, any type of call or complaint that is made will be reported to the System Administration Compliance Officer. The Compliance Program, however, is not intended for handling employee grievances, such as complaints concerning working conditions, performance evaluations, hours of work, wages, or merit raises, and only compliance-related issues will be investigated.

What if I only suspect something is wrong?

Calls to the hotline based on suspicion are acceptable. The hotline will take the information you provide and forward it immediately to the System Administration Compliance Officer for investigation.

Am I required to identify myself?

No. You do not have to reveal your identity to the hotline interviewer. No one will know you called unless you tell someone you called or you willingly identify yourself during the call.

Will the hotline interviewer trace the call back to me?

No. The hotline does not have caller ID capability.

What legal protection do I have when I call?

System Administration policy, in accordance with State law, prohibits retaliation against employees who, in good faith, report issues or events of non-compliance.