



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

HSC OP: 52.03, Fraud and Misconduct Hotline - Ethicspoint

**PURPOSE:** Texas Tech University Health Sciences Center (TTUHSC) is committed to compliance with all applicable laws, rules, regulations, policies and procedures. This Operating Policy/Procedure ("OP") sets forth procedures for employees to report potential or actual violations of applicable federal or state laws, regulations, rules, policies and procedures in a manner to permit the anonymity of the person making the report, if desired.

**REVIEW:** This OP will be reviewed by March 1 of each odd-numbered year (ONY) by the Chief Audit Executive, the Institutional Compliance Officer, and the Vice Chancellor and General Counsel, with substantive revisions forwarded to the People and Operations Council.

**DEFINITIONS:** For purposes of this policy, the following terms are defined as follows:

Allegation(s) of Wrongdoing means a reasonable belief that there is or has been a potential or actual violation of applicable federal or state laws, regulations, rules, Regents' Rules and/or TTUHSC policies and procedures.

**POLICY/PROCEDURE:**

TTUHSC is committed to promoting ethical, honest and lawful conduct by its employees and others within the workplace. It is therefore TTUHSC policy to encourage reporting of Allegations of Wrongdoing, or other improper activities. TTUHSC employees and others are expected to cooperate in any investigation by persons authorized or responsible for the investigation of such matters.

1. Reporting and Investigating Allegations of Wrongdoing.
  - a. TTUHSC employees have a responsibility to promptly report Allegations of Wrongdoing. See, Regents' Rule 07.03, Fraud Policy, and [HSC OP 52.04, Report and TTUHSC Internal Investigation of Alleged Violations, Non-Retaliation.](#)
  - b. TTUHSC employees are encouraged to first bring any Allegation of Wrongdoing to the attention of his/her direct supervisor or may use other available administrative processes and procedures found in TTUHSC policies.
  - c. The Texas Tech University System (TTUS) has contracted with an independent, private company, (the "Company"), to provide a confidential and anonymous hotline known as the Fraud and Misconduct Hotline for TTUS and its institutional components, including TTUHSC.

The Fraud and Misconduct Hotline is available 24 hours a day, 365 days a year, through the web at [www.ethicspoint.com](http://www.ethicspoint.com), or by the toll-free telephone number, 1-866-294-9 352. Assistance is available for those who do not speak English.

- d. If a TTUHSC employee prefers not to report Allegations of Wrongdoing through traditional administrative channels (for example, the supervisor has not addressed the



forms of sexual misconduct that involve a University employee, student, or visitor and that occur on University property or at a University event or that affects an employee, student or visitor's participation in any education program or activity, including work, of the University.

- k. Resources are available as a primary source of guidance and reporting for Allegations of Wrongdoing in the following areas:
- Faculty Grievances – This includes, but is not limited to matters relating to tenure and promotion. See [HSC OP 60.03 a \( 0 Tw\)-15.63](#)