

Greenville Technical College Administrative Policies

5-18 Fraud and Abuse

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Approved by President:



Overview:

Members of the Greenville Technical College community are expected to maintain ethical standards in the performance of their responsibilities. These standards are particularly critical in the business and financial operations of the college. To this end, the college conducts regular audits and has established effective internal controls. It is also important that members of the community are made aware of the ways in which they can report instances of suspected financial wrongdoing such as theft, billing fraud, travel expense abuse, kickbacks or forgery.

In addition, in response to highly publicized instances of financial abuse in the corporate world, the Federal Government has passed legislation requiring companies to implement a series of administrative and governance changes to increase financial accountability and oversight.

Though colleges are not subject to this legislation, Greenville Technical College and many other colleges have adopted the central elements of the law. An important aspect of the legislation is the requirement to adopt effective ways for employees to report instances of financial misconduct.

Role, Scope, and Responsibilities:

How can I report suspected financial misconduct?

Any member of the Greenville Technical College community who in good faith believes that another member of the community has engaged in financial or other practices that may violate college policies or procedures or that may be a violation of law or ethical standards are encouraged to contact the Vice President for Finance, Building 123, Room 142, or they may speak directly with their supervisor, area Associate Vice President or Vice President, or any member of the Fraud Response Team. Supervisors who receive a report of wrongdoing should obtain all relevant facts and report it to the Vice President of Finance or the Vice President of their area. Reports of wrongdoing will be forwarded to the Fraud Response Team immediately.

Information involving the President or any other Vice President or other officer of the college may be directed to the attention of the Audit Committee, c/o Chairman of the Audit Committee of the Area Commission, PO Box 5616, MS 1231, Greenville, SC 29606.

In addition, the college has developed an alternative method of reporting instances of suspected wrongdoing, fraud, waste and abuse. The email address report@gvltec.edu has been established as another way to report instances of suspected wrongdoing, fraud, waste and abuse. Finally, The SC State Board for Technical Education has a Fraud Waste and Abuse Hotline which can be accessed at: <http://www.sctechsystem.com/fraud-hotline/index.html>. You do not have to reveal your

identity in your email, though it is strongly encouraged so that we may follow up on the information you have provided. Please note report@gvltec.edu and the State Tech hotline are not intended to be the primary means of reporting suspected misconduct. Instead, you are encouraged to use normal reporting methods described above.

What if I only suspect fraud or abuse?

We understand that fraud and abuse can be discovered through information provided by people who do not know all of the relevant facts and circumstances of a particular situation. That is why we will, to the best of our ability, properly investigate all credible reports of misconduct in a fair and impartial manner.

Can I be penalized for reporting a suspected problem?

No one at the college may retaliate against or take any adverse action against a person who in good faith reports suspected fraud or abuse. Any person, however, who knowingly files a false report, will be subject to disciplinary action up to and including termination.

What happens once a report is made?

Greenville Technical College will investigate all reports and, to the extent that relevant and accurate information is received and confirmed, appropriate action will be taken. A team consisting of members of the President's Cabinet including the VP for Finance, VP for Academics, VP for Student Services, the Associate VP of Human Resources and the Chief of Police are the Fraud Response Team. Based on the circumstances of the report, members may be added to or removed from the team for the investigation.