

Policy Title:	Fraud, Waste and Abuse Reporting
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Governing Body:	Southern Oregon University	Policy Number:	GEN.006
Policy Contact:	Internal Auditor	Date Revised:	July 2016
Custodial Office:	Office of the President	Date Approved:	July 2016
Approved By:	President	Next Review:	July 2019
Related Policy:			

Revision History

Revision Number:	Change:	Date:
-	Initial version	July 2015
1	Revision	July 2016

A. Purpose

This policy sets forth guidelines for reporting known or suspected fraud, waste and abuse within Southern Oregon University (SOU). SOU has a stewardship responsibility over all resources entrusted to it.

B. Definitions

Suspected fraud, waste or abuse is a reasonable belief or actual knowledge that fraud, waste and/or abuse is occurring or has occurred. Concerns may include but are not limited to the following functional categories:

- Academic & Student Affairs
- Accounting & Financial
- Athletics
- Human Resources
- Information Technology
- Research
- Risk and Safety
- University Health Centers
- Other

Campus management includes the President, vice presidents, provost, associate provost, directors and division/department heads, as well as other managers authorized to determine and assign duties to university employees.

C. Policy Statement

All employees of SOU shall report known or suspected instances of fraud, waste and/or abuse. Matters can be reported to campus management, the SOU Internal Auditor or through the SOU hotline. Campus managers who receive notice of suspected or known fraud, waste and/or abuse are required by this policy to report such matters to the Internal Auditor. When employees do not feel comfortable discussing these matters directly with the Internal Auditor or campus management, reporting can be made through the SOU hotline:

SOU Hotline: 1.855.375.6776

sou.ethicspoint.edu

or

SOU Internal Auditor: 541.552.8297

SOU has contracted with EthicsPoint, an independent, third-party vendor, to provide this confidential and anonymous telephone and Internet system for reporting concerns. EthicsPoint reports concerns received on the hotline to the SOU Internal Auditor, SOU General Counsel, and Director of Business Services. The Internal Auditor coordinates investigation efforts of reported concerns in conjunction with necessary campus and external parties as deemed appropriate.

Employees who identify themselves and make a good faith report of suspected fraud, waste or abuse are protected from retaliation, in accordance with ORS 659A.199. SOU will maintain confidentiality for employees reporting suspected irregularities, misconduct, safety issues or other concerns to the extent possible under the law.

Authority

Oregon Revised Statutes (ORS)

- [ORS 244, Government Ethics](#)
- [ORS 351, Higher Education Generally](#)
- [ORS 659, Miscellaneous Prohibitions Relating to Employment and Discrimination](#)

CONTACT INFORMATION:

Direct questions about this policy to the following office:

Internal Auditor
SOU Office of the President
541.552.8297
<https://inside.sou.edu/ia>

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

D. Policy Consultation

This policy was transferred to SOU by operation of law on July 1, 2015 from the State Board of Higher Education Board Policy Manual. Revisions to the text of the policy were posted for campus comment on June 21, 2016.

E. Other Information

This policy codifies and revises as Southern Oregon University Policy the rule previously adopted by the State Board of Higher Education concerning this topic and transferred to SOU by operation of law on July 1, 2015.

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.