

Valdosta State University

Ethics & Compliance Hotline Administrative Procedures

Hotline Provider: Hotline Service Provider: Global Compliance
<https://valdosta.alertline.com/gcs/welcome> or call toll-free: 1-877-516-3470

The VSU hotline was established in conjunction with the USG office and Global Compliance and as such provides the same breadth of coverage as the USG Compliance & Ethics Hotline.

Purpose: To ensure that the Compliance and Ethics Hotline at Valdosta State University (hotline) is administered in an effective manner and that all reported cases, including any cases regarding allegations of actions that violate the USG's policy prohibiting retaliation, are reviewed in a timely, objective and professional manner.

Administration: A **triage committee** has been established at the University consisting of:
University Attorney
Director, Internal Audits
Chief of Police

The Director of Internal Audits is the Administrator of the hotline system. It is the administrator's responsibility to periodically review the list of users with access to the case management system and ensure that access is appropriate. For example, updates must be made as employees terminate or change duties.

Valdosta State University adheres to the processes outlined in the Board of Regents Business Procedures Manual:

- Reporting Wrongdoing & Whistleblower Protection, http://www.usg.edu/business_procedures_manual/section16/C1526 and
- Ethics & Compliance Reporting Hotlines, http://www.usg.edu/business_procedures_manual/section16/C2343.

These processes include but are not limited to protection against retaliation, investigation of malfeasance and malfeasance reporting as well as the investigative process.