

## Institutional Compliance Program

### **CONFIDENTIAL REPORTING OF POTENTIAL NON-COMPLIANCE**

The UH Environmental Health and Risk Management Department initiates investigations of reports of potential non-compliance. Reports may be made by any UH faculty, staff or students. The reports should be limited to potential violations of laws, regulations or rules, and the caller may remain anonymous. Reports are made to an outside organization either by phone or web reporting.

**The compliance reporting phone number is (800) 716-9007**

**The compliance reporting URL is [www.MySafeCampus.com](http://www.MySafeCampus.com)**

Reports can be made 24 hours per day. The reporter will have the option of releasing contact information, remaining anonymous to the University, or remain completely anonymous. The reporter will be given a reference number to check back in the event additional information is needed during the investigation.

#### **What is the Institutional Compliance Program?**

The Institutional Compliance Program is an integral component of the university's effort to promote and support a culture of compliance with applicable federal and state law, which builds compliance consciousness into the daily activities of the University. More information about the Institutional Compliance Program can be found in the Institutional Compliance Manual at:

[http://www.uh.edu/plantops/ehrm\\_manuals\\_instcomp.html](http://www.uh.edu/plantops/ehrm_manuals_instcomp.html)

#### **What is the purpose of the confidential reporting program?**

The confidential reporting program is an integral component of the University's Compliance program. It provides employees and others with an additional way to report to the university suspected violations of applicable federal and state law. This system is designed for reporting institutional compliance matters. Personal concerns about individual employee matters, e.g., complaints concerning wages, hours of work,

performance evaluations, merit raises etc should be handled according to University policy. Only compliance related issues will be investigated. Calls should be made in good faith and should be made to report potential misconduct rather than employee dissatisfaction.

**Am I required to identify myself?**

No. You do not and are not encouraged to reveal your identity when you make a report. Calls are not traced and are not recorded. Information provided by the reporter is treated as confidential to the extent permitted by law.

**What if I only suspect something is wrong?**

The University's institutional compliance program encourages employees to make all good faith reports of suspected non-compliant activity. The issue will be investigated further to determine whether or not there is a problem.

**What legal protection do I have when I call?**

Pursuant to federal and state laws and university policy all employees of the University of Houston System have the right to report suspected compliance failures. Employees who report compliance failures in good faith shall be protected from retaliation. See also System Administrative Policy 01.C.04. Anyone who retaliates against an employee who reports a compliance failure shall be subject to disciplinary action including dismissal. If you believe you are experiencing retaliation based on a report, please contact this office. In addition, the university is committed to maintaining the confidentiality and anonymity of all individuals who make such reports to the extent allowed by law.

**How do I know an investigation is taking place based on my call?**

All reports received in the institutional compliance office reviews are reviewed immediately to determine whether an investigation is warranted. Reporters are given a reference number and are asked to check the System periodically to review status and check if any additional information is needed to conduct the investigation. Confidentiality is maintained as originally established during the follow-up process.