



Document Name:	Reporting Fraud and Abuse
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A. Purpose

The purpose is to set forth the School's policy regarding reporting any fraud and abuse related to the procurement and use of the School's public funds.

B. Scope

This policy applies to all School administration, licensed educators, staff, students, organizations and all individuals that believe they have witnessed fraud or abuse related to the School's public funds.

C. Reporting Policy

1. Employees who believe they have witnessed a fraud, abuse or illegal transaction involving the School's public funds should report the conduct to:
 - a. The School's executive director; or
 - b. The School's board chair; or
 - c. The Utah State Board of Education Internal Audit Department. The Internal Audit Department may be contacted as follows:
 - i. Website: <https://www.schools.utah.gov/internalaudit?mid=892&tid=3>
 - ii. Email: audit@schools.utah.gov
 - iii. Dedicated Hotline: (801) 538-7813
 - iv. Mail:

Utah Board of Education
Internal Audit Department
Attention Debbie Davis
PO Box 144200
Salt Lake City, Utah 84114-4200
 - v. In person: Internal Audit Department Offices, 250 East 500 South, Salt Lake City, Utah.
2. The school shall not take adverse action against an employee because the employee:



- a. made a good-faith report of waste or misuse of public funds or a suspected violation of law, rule, or regulation;
 - b. participates or gives information in an investigation, hearing, court proceeding, legislative or other inquiry, or other form of administrative review; or
 - c. objected to or refused to carry out a directive that the employee reasonably believes violates a law, rule or regulation of the State of Utah.
3. The executive director of the School, or an individual or committee appointed by the School's board if a conflict exists with the executive director, shall:
 - a. Keep the identity of the employee(s) that report violations under this policy confidential.
 - b. Investigate the alleged misconduct to determine if fraud, abuse or an illegal transaction did in fact occur and if so the extent of the misconduct.
 - c. After the conclusion of the investigation, if it is found that fraud, abuse, or an illegal transaction did occur shall use his/her/their discretion in resolving the issue. Examples of possible outcomes may include, but are not limited to, the following:
 - i. Additional training for minor issues; and/or
 - ii. Disciplinary action as set forth in the Employee handbook; and/or
 - iii. Termination of employment.
 - d. Keep a record of the report and document the subsequent investigation and conclusion of the investigation.
 - e. Keep the School's board informed of reports, investigations and actions taken under this policy.
4. The School Board shall decide whether to contact the USBE Internal Audit Department to conduct any further investigation.