

500.3 - Internal Audit Hotline

University Group Policy #500.3

Policy Statement

The Office of ~~Internal Audit, Risk, and Compliance Services's~~ Hotline is established to receive allegations of misappropriation, mismanagement, waste, fraud, abuse, violations of University policy, State or federal law, rule or regulation, and substantial and specific danger to the public health and safety. To encourage employees, students, contractors, grantees, and recipients of University funds to come forward with credible information on illegal practices or violations of policy, it is the University's policy to protect individuals from retaliation.

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Persons with concerns or complaints regarding the above matters may report such concerns to the Office of ~~Internal Audit, Risk, and Compliance~~, as follows:

Internal Audit Hotline: _____ 1-336-750-2063

Internal Audit Website: <https://www.wssu.edu/administration/office-of-audit-risk-and-compliance/files/documents/internal-audit-request-form.pdf>

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Internal Audit Email: _____internalaudit@wssu.edu

Regular Mail:

Office of ~~Internal Audit, Risk, & Compliance Services~~

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Winston-Salem State University

~~145 Modular Unit West~~1600 Lowery Street, ~~2nd~~ Floor

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Winston-Salem, NC 27110

*All avenues of communication noted above allow for anonymous reporting.

Guidelines

Reporting

Audits or investigations will be performed in accordance with Office of ~~Internal Audit, Risk, and Compliance's~~ policies and procedures and reports will be transmitted orally or in a written format. All written reports will be transmitted, as appropriate, to the department head, division Vice Chancellor, ~~Vice Chancellor for Finance and Administration~~, Chancellor and the ~~Audit, Risk, and Compliance~~ Committee of the Board of Trustees. When deemed necessary, a copy of the report will also be transmitted to the General Counsel, University Police and/or Human Resources. The ~~Director of Internal Audit~~Chief Audit, Risk, and Compliance Officer will determine the distribution of the report.

Applicability

This policy is applicable to the community of Winston-Salem State University.

Responsible Division: Chief Audit, Risk and Compliance Officer

Authority: Board of Trustees

History:

- Adopted June 17, 2011