

Reporting Suspicion of Fraudulent Activities

Purpose:

To ensure the reporting of suspicion of fraudulent activity, the Haralson County School District provides employees, clients, and providers with confidential channels for such reporting.

Definitions:

Fraud: A false representation of a matter of fact, whether by words, by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriation property and/or monetary funds. Fraud also includes any suspicion of ethics violations, waste, abuse, or corruption.

Statement of Administrative Regulations:

The Haralson County School District thoroughly and expeditiously investigates and reported cases of suspected fraud to determine if disciplinary, financial recovery and/or criminal action should be taken.

Confidentiality:

All reports of suspected fraud must be handled under the strictest confidentiality. Only those directly involved in the investigation should be provided information regarding the allegation. Informants may remain anonymous but should be encouraged to cooperate with investigators and should provide as much detail and evidence of alleged fraudulent acts as possible.

Procedures and Responsibilities:

1. Anyone suspecting fraudulent activity should report their concerns to the Haralson County School System Superintendent, or Chief Financial Officer at 770-574-2500.
2. Any employee with the Haralson County School System (temporary staff, full-time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day.
3. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
4. The Haralson County School System Board of Education shall conduct investigations of employees, providers, contractors, or vendors.
5. If necessary, the person reporting will be contacted for additional information.
6. Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud.