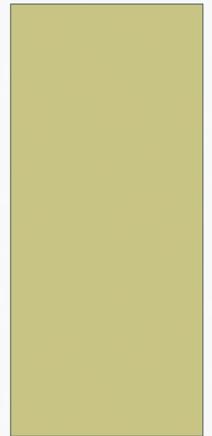




WHISTLEBLOWER HOTLINE

OFFICE OF THE COUNTY AUDITOR



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WHAT WE ARE COVERING

- Whistleblower Act
- Objective of the Whistleblower Hotline
- Fraud, Waste, and Abuse Definitions
- Examples of Fraud, Waste, and Abuse
- Importance of Reporting
- Multiple Channels to Report
- Questions
- Contact Information



WHISTLEBLOWER ACT

O.C.G.A §45-1-4, the Georgia Whistleblower Act (“the Act”), was enacted in 1993 for the purpose of eliminating **fraud**, **waste**, and **abuse** in state programs and was designed to protect those persons making complaints or disclosures from reprisals.



OBJECTIVE

The objective of the whistleblower hotline is to provide Fulton County employees with a confidential reporting system that will be available 24 hours a day, 365 days of the year to report potential complaints of fraud, waste and abuse.



DEFINITIONS

“Fraud” is any intentional act or omission designed to deceive others that results in Fulton County suffering a loss of money, property or other disadvantage to the County's resources or rights and/or the perpetrator achieves a gain of money, property or an advantage to which the employee would not normally be entitled.

“Waste” is the intentional or unintentional thoughtless, reckless or careless expenditure, consumption, mismanagement, use, or squandering of County resources. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.

“Abuse” is intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of County financial resources. Abuse can occur when someone benefits in a financial manner and also when someone does not benefit financially.



EXAMPLES OF WHAT SHOULD BE REPORTED ?

Fraud, Waste, and Abuse

- Improper use of funds
- Thefts of cash or Fulton County property
- Falsification of documents
- Conflicts of Interest
- Kickbacks or bribes
- Misuse of Fulton County time or resources





WHY SHOULD YOU REPORT?

- Safeguards Fulton County assets
- Promotes an ethical environment
- Allows for complete dedication to the organization's mission and success



WAYS TO REPORT

- Option 1: Call 1- 844-784-7401
(24 hours a day - 7 days a week - 365 days a year)
- Option 2: www.fultoncountygga.ethicspoint.com
- Option 3: Employee Central



Your path to reporting

FRAUD
WASTE
and **ABUSE**
1-844-784-7401

**THE FULTON COUNTY EMPLOYEE WHISTLEBLOWER HOTLINE
PROVIDES A CONFIDENTIAL WAY FOR YOU TO REPORT INSTANCES
OF SUSPECTED FRAUD OR UNETHICAL BEHAVIOR.**

If you know of or suspect any fraud or unethical behavior, you can report your concerns to your Department Head, or if you prefer, our confidential, toll-free hotline or online service. You do not need to identify yourself and will remain anonymous.

All employees are expected to hold themselves to the highest integrity. Fraud hurts all of us. If you have any concerns of fraudulent or unethical behavior, please don't keep it to yourself.

- | | |
|--|--|
|  Improper use of funds |  Kickbacks or bribes |
|  Thefts of cash or property |  Misuse of time or resources |
|  Falsification of documents |  Conflicts of Interest |

www.fultoncountygga.ethicspoint.com

Phone available in English, Spanish, Hindi, Mandarin and Korean languages.
Retaliation against an employee who calls the hotline is strictly prohibited.





ATTENTION! This webpage is hosted on EthicsPoint's secure servers and is not part of the Fulton County Government website or intranet.

[Make a Report](#)

[Follow-up on a Report](#)

[Code of Business Conduct and Ethics](#)

[FAQs](#)

Our Commitment

Fulton County Government is an organization with strong values of responsibility and integrity. Our [Code of Business Conduct and Ethics](#) contains general guidelines for conducting business with the highest standards of ethics.

Fulton County Government is committed to an environment where open, honest communications are the expectation, not the exception. We want you to feel comfortable in approaching your supervisor or management in instances where you believe violations of policies or standards have occurred.

In situations where you prefer to place an anonymous report in confidence, you are encouraged to use this hotline, hosted by a third party hotline provider, EthicsPoint. You are encouraged to submit reports relating to violations stated in our [Code of Business Conduct and Ethics](#), as well as asking for guidance related to policies and procedure and providing positive suggestions and stories.

The information you provide will be sent to us by EthicsPoint on a totally confidential and anonymous basis if you should choose. You have our guarantee that your comments will be heard.

See the [EthicsPoint FAQs](#) for more information.

To Make a Report

You may use either of the following two methods to submit a report:

- Select the "**Make a Report**" link at the top of this web page.
- OR
- Dial toll-free, within the United States, Guam, Puerto Rico and Canada: **844-784-7401**

After you complete your report you will be assigned a unique code called a "report key." Write down your report key and password and keep them in a safe place. After 5-6 business days, use your report key and password to check your report for feedback or questions.

EthicsPoint is NOT a 911 or Emergency Service: Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please contact your local authorities.



You are currently in the confidential and secure reporting structure of EthicsPoint. Below are the choices available to you. Please click on the arrow () to select the type of report you would like to make.

Fulton County Government

 Accounting and Auditing Matters	The unethical systematic recording and analysis of the business and financial transactions associated with generally accepted accounting practices. (Examples include: misstatement of revenues, misstatement of expenses, misstatement of assets, misapplications of GAAP principles, wrongful transactions.)
 Badging/Access Control	Information to obtain a new or replacement ID badge or to request information to return a former ID badge. Questions regarding unauthorized access, questions, or concerns on the Corporate Access Control System.
 Confidentiality and Misappropriation	Confidentiality refers to the protection of the Company's and our customer's non-public information and use of such information only for legitimate business purposes. Misappropriation refers to the unauthorized or improper use of a third party's intellectual property rights, including patents, trademarks, copyrights and trade secrets.
 Conflict of Interest	A conflict of interest is defined as a situation in which a person, such as a public official, an employee, or a professional, has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties. (Examples include: inappropriate vendor relations, bribery, misuse of confidential information, inappropriate customer relations)
 Contractor/Vendor Relations	Concerns regarding personal ties to or bias towards contractors/vendors (Examples include: awarding a vendor contract to a relative without going through a competitive bid process, allowing a vendor an unfair advantage by giving them proprietary information during the bidding process, bribery, inappropriate customer/vendor relations, etc.)
 Data Privacy	Refers to the technical, contractual, administrative and physical steps taken by the Company to protect against unauthorized access to and disclosure of personally identifiable data of employees and customers and other third parties that we possess.
 Discrimination or Harassment	Uninvited and unwelcome verbal or physical conduct directed at an employee because of his or her sex, religion, ethnicity, or beliefs. (Examples include: bias in hiring, bias in assignments, wrongful termination, bias in promotions, bias in educational decisions, unfair compensation, inappropriate language).
 Embezzlement	To appropriate (as property entrusted to one's care) fraudulently to one's own use. (Examples include: bookkeeping errors, misapplication of funds, and mishandling of cash)
 Employee Benefits Abuses	Improper, misleading or deceptive actions/statements, falsification of records, or misrepresentation of actual conditions related to employee benefit plans; including health and supplemental insurance plans and sick or other paid time-off programs.
 Environmental Protection, Health or Safety Law	Violation of any environmental law, regulation, corporate policy or procedure with respect to the handling and disposal of hazardous materials or the health and safety of other individuals.

 Falsification of Contracts, Reports or Records	Falsification of records consists of altering, fabricating, falsifying, or forging all or any part of a document, contract or record for the purpose of gaining an advantage, or misrepresenting the value of the document, contract or record.
 Health Insurance Portability and Accountability Act	This Category should be selected if there is a concern with the improper use or disclosure of Protected Health Information. Protected Health Information is information that: (1) is created or received by a health care provider, health plan, public health authority, employer, life insurer, school or university, or health care clearinghouse; and (2) relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and (i) that identifies the individual; or (ii) for which there is a reasonable basis to believe the information can be used to identify the individual.
 Healthcare Fraud	Deliberate submittal of false claims to private health insurance and/or tax-funded health insurance programs such as Medicare or Medicaid.
 Hiring Irregularities	Evidence of personnel decisions being based on criteria other than an applicant's merit or qualifications.
 Improper Giving or Receiving of Gifts	The giving, receiving or solicitation of items which could be reasonably interpreted as an effort to influence a business relationship or decision; items given, received or solicited for the benefit of an individual or an individual's family or friends; items given, received or solicited during or in connection with contract negotiations; the acceptance of cash, checks, money orders, vouchers, gift certificates, loans, products, or services.
 Improper Supplier or Contractor Activity	Supplier or contractor activity in violation of corporate policies and procedures; improper supplier or contractor selection based on personal gain, improper negotiation or diversion of contract awards.
 Nepotism/Favoritism Inappropriate Workplace Relationships	Refers to real or perceived favorable treatment or relationships between employees (such as: a family member being in a position to hire, fire, promote, demote, or influence compensation or the work environment of another family member; inappropriate work relationships during work hours; favoritism of one employee over another, etc.)
 Offensive or Inappropriate Communication	The use of inflammatory, derogatory, unduly critical or insulting communication to a staff person, volunteer or donor.
 Retaliation	Verbal, physical or written discriminatory or harassing behavior toward an individual who has made a good faith report regarding a compliance issue.
 Sexual Harassment	The making of unwanted and offensive sexual advances or of sexually offensive remarks or acts, especially by one in a superior or supervisory position or when acquiescence to such behavior is a condition of continued employment, promotion, or satisfactory evaluation.
 Stimulus Act Abuse	Mismanagement, misuse and/or waste of funds allocated under the American Recovery and Reinvestment Act (including abuse of authority, unfair competition practices, health and safety risks, and retaliation against whistle blowers.)
 Substance Abuse	Substance abuse is defined as the misuse of both legal and illegal drugs including alcohol. (Examples include: cocaine, narcotics, marijuana, stimulants)
 Theft	The act of stealing; specifically: the felonious taking and removing of personal property with intent to deprive the rightful owner of it.
 Threat or Inappropriate Supervisor Directive	Improper use of supervisory authority in response to employee taking action or refusing to take action.
 Time Abuse	Concerns about an employee or manager who is falsifying his/her work hours.
 Violation of Policy	Willful or innocent actions that are in direct violation of company policy, procedures, code of conduct, and/or implied contractual responsibilities. (Examples include: non-disclosure agreements, hiring standards, safety, Internet usage, corporate guidelines)
 Workplace Violence	A verbal or physical threat of bodily harm to any person currently working or anyone who will be returning to work, allowing the individual who made the threat to carry out the threat.
 Other	If you feel that the definitions above do not describe the event, action or situation you are looking to report about, please use this header.
 Inquiry	



ETHICSPPOINT IS NOT A 911 OR EMERGENCY SERVICE.

Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please contact your local authorities.

* Yes - I agree to the [Terms and Conditions](#) of making this report.

Please provide information as follows:

(* Required fields)

Organization/Tier: **Fulton County Government**

Location where incident occurred:

Physical address, branch and/or store number

City: State/Province:

Zip/Postal Code:

Country:

*** Are you an employee of Fulton County Government?**

Yes No

*** Do you wish to remain ANONYMOUS for this report?**

Yes No

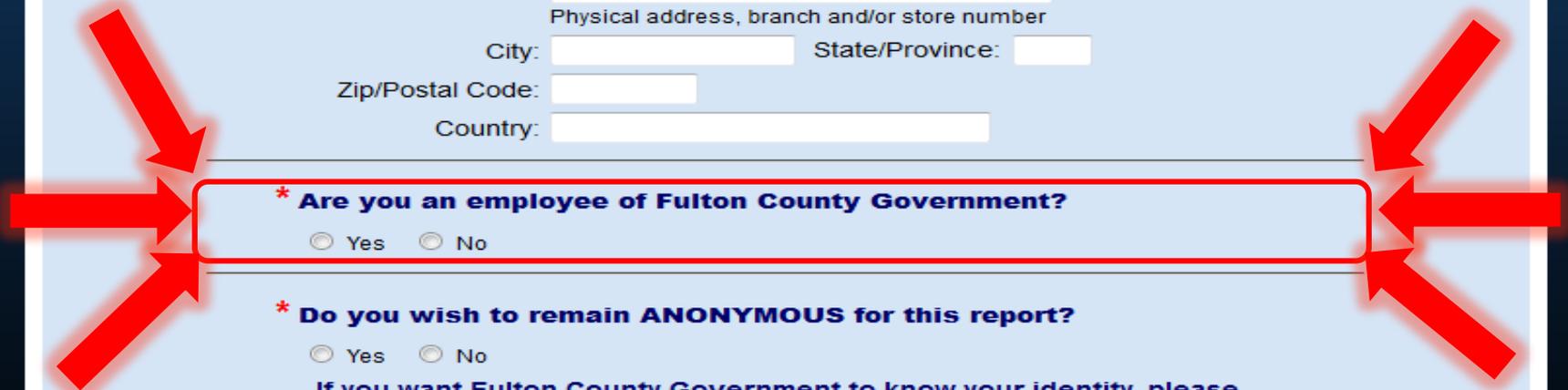
If you want Fulton County Government to know your identity, please complete the following:

Your Name:
First Name Last Name

Your Phone Number:

Your E-mail Address:

Best time for communication with you:



- If you have a document or file that supports your report, most common file types can be uploaded:

[Click here to upload files](#)

- * Please provide all details regarding the alleged violation, including the locations of witnesses and any other information that could be valuable in the evaluation and ultimate resolution of this situation.

Please take your time and provide as much detail as possible, but exercise care to not provide details that may reveal your identity unless you wish to do so. It may be important to know if you are the only person aware of this situation.

When you submit the report, you will be issued a **Report Key**. Please write it down and keep it in a safe place. We ask you to use this **Report Key** along with the password of your choosing to return to EthicsPoint through the website or telephone hotline in 5-6 business days. By returning in 5-6 business days, you will have the opportunity to review any Follow-up Questions or submit more information about this incident.

Please choose a password for this report:

* Password:

* Re-enter Password:

Your passwords must match and be at least four characters long.

Submit Report





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Follow-up on an Existing Report

Report Key

Password

[Submit](#)

Providing anonymous, confidential hotlines for organizations worldwide.

NAVEX Global's goal is to ensure that you can communicate issues and concerns associated with unethical or illegal activities safely and honestly with an organization's management or the board of directors while maintaining your anonymity and confidentiality.

NAVEX Global is certified under the EU-U.S. and Swiss-U.S. Privacy Shield Programs through the United States Department of Commerce as having security measures in place to address EU privacy initiatives and other global privacy directives.



CONTACT INFORMATION

Office of the County Auditor
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Investigative Analyst

Ebony.McNeill@fultoncountyga.gov

Office Number: 404-612-7604



QUESTIONS



Welcome To
Fulton County
Government!!

