### Description

The District AlertLine Ethics Hotline is an independent, confidential, and toll-free 24-hour hotline that District employees and concerned citizens can use to report confirmed or suspected cases of theft, fraud, waste, or any other act of impropriety on the job by any member of the District. The AlertLine Ethics Hotline is operated by Global Compliances Services. The trained specialists who receive the calls can handle both emergency and routine cases.

### Using the AlertLineHow to Report

To help control internal abuses, any employee who sees something on the job that he or she feels is not right should contact his or her immediate supervisor. If the problem involves the supervisor or is not resolved, the employee is encouraged to call-report it via the AlertLine to report the impropriety. The AlertLine number is: 1-800-455-9551 Ethics Hotline.:

- Ethics Hotline Number 1-800-455-9551
- Ethics Hotline Website (https://houstonisd.ethicspoint.com/)

Each call-report is assigned a unique code number that allows the reporting employee to call back for an update on the status of the report.

### Responding to an AlertLine Calla Hotline Report

AlertLine Hotline personnel will forward a summary of each call case to the District’s Alertline contact person, Office of Ethics and Compliance, who then either investigates the allegation or refers it to the appropriate administrator for response and action as necessary. After a response is prepared, it is communicated to the contact person, who then relays the information to the AlertLine personnel. If the reporting District employee calls the AlertLine for an update on the status of the report, he or she provides information about the action taken status of the case.

### Consultation

This regulation has been through consultation (Administrative: April 8, 2008; Instructional: April 3, 2008; Noninstructional: April 8, 2008).

### Maintenance Responsibility

The inspector general, Office of Inspector General, Ethics and Compliance is responsible for maintenance of this regulation.

### Effective Date

This regulation will be effective as of the adoption date, April 28, 2022.