

Title : Reporting Fraudulent or Dishonest Conduct
Number :
Approved :
Reference : A.R.S. §38-532

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The Graham County Community College District dba Eastern Arizona College (the College) has zero-tolerance for fraud and will investigate any possible fraudulent or dishonest use or misuse of College resources of property by faculty, staff, or students.

It is the responsibility of all employees to report known instances of fraudulent or dishonest conduct. Examples of such conduct could include, but is not limited to, violations of policy, violation of any federal or state law, mismanagement, gross waste of money or an abuse of authority, forging or alteration of documents, unauthorized alteration or manipulation of computer files, fraudulent financing reporting, or misappropriation or misuse of College resources such as funds, supplies, or other assets.

If fraud or abuse is suspected, employees can report the situation to their immediate supervisor, the Director of Enterprise Risk Management, or the Director of Human Resources, who are responsible for contacting the Director of Fiscal Control/Controller and/or the Vice President of Administration immediately after receiving information that would fall under the scope of this Regulation. The disclosure shall be in writing and shall contain the following information:

1. The date of the disclosure.
2. The name of the employee making the disclosure.
3. The nature of the alleged violation of law, mismanagement, gross waste of monies or abuse of authority.
4. If possible, the date or range of dates on which the alleged violation of law, mismanagement, gross waste of monies or abuse of authority occurred.

Anyone who receives a complaint of fraud or abuse is required to immediately turn it over to the Director of Fiscal Control/Controller and/or the Vice President of Administration for investigation, and under the direction of the Human Resources Department, an investigation will take place to determine the facts and legitimacy of the reported findings, and whether a prohibited personnel practice was committed against the employee or former employee as a result of disclosure of information by the employee or former employee. Appropriate internal corrective action, up to and including termination, as well as civil or criminal prosecution, may result, dependent on the results of the investigation.

Employees must be cautious to avoid baseless allegations and should have facts and evidence to support their claims. Anyone who knowingly makes false accusations of alleged wrongful conduct shall be subject to corrective action, up to and including termination, and possible civil monetary penalties.

It is a prohibited personnel practice for College employees and Board members who have control over personnel actions to take reprisal against an employee for a disclosure of information of a matter of public concern by the employee to a public body that the employee reasonably believes evidences a violation of any law, mismanagement, a gross waste of monies or an abuse of authority. This includes but is not limited to adverse impact on salary or wages or other terms or conditions of employment. Employees who believe they may have been retaliated against may file a written complaint with the Director of Human Resources.

