

Ethics Helpline Alert!

Report a Concern

To report a concern or file a complaint, contact the Internal Audit (IA) ***Ethics Helpline at (910) 672-1400 or submit online through IA's Hotline Intake Form*** located on our webpage.

Purpose of the Ethics Helpline

The Ethics Helpline provides a confidential way for employees, students, and stakeholders to report suspected fraud, waste, abuse, noncompliance, or other misuse of University resources.

The Ethics Helpline is not intended for general requests to audit or broadly review an individual, department, or program without specific allegations or identifiable risk indicators. Concerns outside IA's scope may be referred to another appropriate office.

Individuals who report concerns in good faith are protected from retaliation, harassment, or adverse action under North Carolina whistleblower protections and applicable University policy.

Why Report to Internal Audit Directly?

- Faster review of actionable concerns;
- Campus knowledge of operations and personnel;
- Confidential handling, as permitted by law
- Direct follow-up to gather facts/documentation;
- Efficient routing to the appropriate office;
- Helps address concerns before they escalate.

What is the Helpline For? (Use the Helpline to Report Concerns Involving Possible:)

- Fraud, Theft, or Embezzlement of University funds, property, or resources;
- Falsification of Documentation or Records;
- Noncompliance with University, State, or Applicable Laws, Regulations, or Policy;
- Procurement or Contracting Irregularities, Bid Manipulation or Vendor Favoritism;
- Payroll Irregularities, Falsified Time Records, or Ghost Employees;
- Misuse or Waste of University funds, property, or resources;
- Conflicts of Interest or Improper Personal Benefit;
- Significant Internal Control or Compliance Concerns;
- Improper Use or Mismanagement of Grant, Scholarship, or Student Financial Aid Funds;
- Other Suspected Misconduct Involving University Operations or Resources

When Reporting a Concern, Ask Yourself:

- What happened?
- Who was involved?
- How do you know?
- What facts support the concern?
- When did it occur?
- Provide as much detail as possible!

What the Helpline Is Not Intended For (Concerns Outside of IA's Scope)

- Employee Relations or Workplace Disputes;
- Legal Requests or Litigation Matters;
- Emergencies Requiring Immediate Response;
- Performance Management Concerns;
- Interpersonal Conflicts;
- Disagreement With Management Decisions

Not Sure Where to Report? (Use the contact below based on the nature of your concern:)

- Employee Relations / Workplace Concerns → *Human Resources: (910) 672-1146 or hrinfo@uncfsu.edu*
- Threats, Violence, Emergencies, Criminal Activity → *Campus Police / Public Safety: (910) 672-1911*
- Legal Matters → *Division of Legal, Audit, Risk and Compliance (LARC): (910) 672-1145*
- Student Conduct Concerns → *Office of Student Conduct: (910) 672-1788*
- Discrimination / Harassment Complaints → *Title IX Office: (910) 672-2325 or titleix@uncfsu.edu*
- Phishing/Cybersecurity/Data Privacy → *Information Technology Services: 910.672-4357*