

MANUAL OF POLICY

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| Title | Reporting Suspected or Known Fraud, Abuse and Other Improprieties | 4204 |
| Legal Authority | Approval of the Board of Trustees | |
| Date Approved by Board | Minute Order dated October 24, 2005 | |

South Texas College is committed to creating an environment where fraud, abuse and other improprieties are not tolerated. The College maintains written guidelines for reporting and investigating suspected or known fraud, abuse and other improprieties. Fraud, abuse and other improprieties shall be defined as a deliberate act or failure to act with the intention of obtaining an unauthorized benefit, destruction of property or otherwise fraudulent behavior or the use of one's occupation for personal enrichment through the deliberate misuse or misapplication of the College's resources or assets.

These guidelines apply to all College employees. The guidelines establish the procedures and responsibilities for reporting and investigating potential incidents, taking remedial actions and reporting evidence to the appropriate authorities. The guidelines require that employees act in good faith when reporting incidents.

Reports of incidents of fraud, abuse and other improprieties and investigations thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The President or designee has the authority and responsibility, with participation of the appropriate committee, to develop and administer the guidelines.