

To: New Sinclair Employees

Re: Ohio Auditor of State's Fraud-Reporting System for Public Employees

This Notice of Auditor of State's Fraud Reporting-System is being emailed to you as a new Sinclair employee to make you aware of the fraud-reporting system, as required by Ohio law.

The following information is from a Bulletin issued by the Ohio Auditor of State on June 21, 2022:

Ohio Revised Code Section 117.103 requires the Auditor of State to maintain a system for fraud reporting, including misuse and misappropriation of public money by any public official or office. The system allows all Ohio citizens the opportunity to make anonymous complaints through a toll-free telephone number, the Auditor of State's website, a mobile app, by email or through the United States' mail. Public entities should inform the Auditor of State's office as soon as they become aware of any fraud through any of the aforementioned methods or by letting their auditors know.

The Auditor of State is required to keep a log of all complaints filed. The log is a public record under Ohio Revised Code Section 149.43 and must contain the following: the date the complaint was received, a general description of the nature of the complaint, the name of the public office or agency with regard to which the complaint is directed, and a general description of the status of the review by the Auditor's office. Information in the log may be redacted if Section 149.43 of the Revised Code or another statute provides an applicable exemption.

Additionally, all public offices, including community schools, must provide information about the fraud reporting system to all new hires. All new employees must confirm that they received this information within thirty days after beginning employment. Ohio Revised Code Section 117.103 requires the Auditor of State to confirm during the course of an audit, as provided in Ohio Revised Code Section 117.11, that public offices have so notified new employees. The statute provides two ways to verify compliance. First, public offices may require new employees to sign forms acknowledging the employees were notified of the fraud-reporting system. After an employee has signed the acknowledgement form, the form should be placed in the employee's personnel file.

See additional information on following page.

**Auditor of State's Fraud Reporting-System Contact
Information**

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or through the United States mail.

Auditor of State's fraud contact information:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State's office
Special Investigations Unit
88 East Broad Street
P.O. Box 1140
Columbus, OH 43215

Web: www.ohioauditor.gov – on the home page,
Click on “**Learn More**” under **Reporting Fraud**

Email your tip: fraudohio@ohioauditor.gov

Mobile App: See download instructions below

The following instructions can be used to download the app:

For Apple users:

Visit the Apple App Store via your mobile device or Apple computer and search for “Ohio Stops Fraud”. This app is available for iOS7 users who own the iPhone 4 or later models.

For Android users:

Visit the Google Play Store via your mobile device or computer and search for “Ohio Stops Fraud”. Get the app on Google Play.

Read the app's privacy policy for more information.

Acknowledgement of receipt of
Auditor of State Fraud Reporting System Information

Pursuant to Ohio Revised Code Section 117.103(B)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office.

Each new employee has thirty days after beginning employment to confirm receipt of this information.

By signing below you are acknowledging that Sinclair Community College has provided you information about the fraud-reporting system as described by Ohio Revised Code Section 117.103(A), and that you read and understand the information provided.

I have read the information provided by Sinclair Community College regarding the fraud-reporting system operated by the Ohio Auditor of State's office. I further state that by signing below I acknowledge receipt of this information.

PRINTED NAME

SIGNATURE

DATE