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|---|------------------------|---------------------------|
| POLICY TITLE:<br><b>Reporting Improper Actions By Employees, Contractors, Or Agents</b> |                        |                           |
| ADOPTION/EFFECTIVE DATE:<br><b>11/24/2008</b>   | MOST RECENTLY AMENDED: | MOST RECENTLY REAFFIRMED: |
| POLICY/PROCEDURE MANUAL SUMMARY CATEGORY:<br><b>Fiscal</b>                              |                        |                           |

## I. Purpose

The purpose of this policy is to authorize and support the reporting of known or suspected fiscal misconduct and of certain acts of misconduct, particularly related to financial matters, and to establish criteria and procedures related thereto.

## II. Definitions

### A. Fiscal misconduct means:

1. theft or appropriation by a member of the school community of Harford County Public Schools (HCPS) funds, services or property for personal use;
2. bribery committed by a member of the school community.

### B. School community means any agent or employee of HCPS; Board of Education member; HCPS volunteer or any other person who participates in activities of HCPS and is under the authority or control of HCPS.

## III. Statement of Policy

### A. Persons are authorized to report either verbally or in writing any of the following:

1. Fiscal misconduct.
2. Violations of Board Policy.
3. Violations of federal or state law or regulation.
4. Any instance where the health or safety of an employee or student has been jeopardized.

### B. Confidentiality

To the extent permitted by law, the Board/HCPS shall maintain the confidentiality and the identity of:

1. the reporter of any of the matters described in paragraph A above;
2. the person who is the subject of the report; and
3. the report itself.

C. No Retaliation

No person who makes a report in good faith pursuant to this policy shall have any retaliatory action taken against them by either the Board/HCPS or any member of the school community.

D. Reports

1. Reports may be made either verbally or in writing and shall be submitted to any person the reporter reasonably believes can take action to investigate or cause the misconduct to cease.
2. Reports pursuant to this policy may also be made via the HCPS Fraud Hotline.

**Board Approval Acknowledged By:**

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Patricia L. Skebeck, Secretary and Treasurer  
Board of Education of Harford County

| Policy Action Dates |            |  |
|---------------------|------------|--|
| ACTION              | DATE       |  |
| Adopted             | 11/24/2008 |  |
|                     |            |  |
|                     |            |  |
|                     |            |  |

| Responsibility for Policy Maintenance & References             |                 |   |
|--|-----------------|---|
| LAST EDITOR/DRAFTER NAME:<br><b>Patrick P. Spicer, Esquire</b> |                 | JOB POSITION OF LAST EDITOR/DRAFTER:<br><b>General Counsel</b>        |
| PERSON RESPONSIBLE:<br><b>John M. Markowski</b>                |                 | JOB POSITION OF PERSON RESPONSIBLE:<br><b>Chief Financial Officer</b> |
| DESIGNEE NAME:   |                 | JOB POSITION OF DESIGNEE:   |
| REFERENCE 1 TYPE:  | REFERENCE 1 NO. | REFERENCE 1 DESCRIPTION:  |
| REFERENCE 2 TYPE:  | REFERENCE 2 NO. | REFERENCE 2 DESCRIPTION:  |
| REFERENCE 3 TYPE:  | REFERENCE 3 NO. | REFERENCE 3 DESCRIPTION:  |
| REFERENCE 4 TYPE:  | REFERENCE 4 NO. | REFERENCE 4 DESCRIPTION:  |
| REFERENCE 5 TYPE:  | REFERENCE 5 NO. | REFERENCE 5 DESCRIPTION:  |
| POLICY NUMBER PRIOR TO NOVEMBER 1, 2005:                       |                 |   |