

NUAMES Policy and Procedures

Subject: NUAMES Hotline & Audit Committee Response (Compliance with 53G-7-402 & R277-113-6(2))

Index: Human Resource

- 1. Authority and Purpose** - The purpose of this policy is to ensure compliance with *Utah Code 53G-7-402* and *USB E Rule R277-113-6(2)* by establishing procedures for use of the USB E hotline for reporting concerns related to fraud, misuse of public funds, or financial misconduct. The posting of the hotline information on the school's official website and designation of a NUAMES Governing Board Audit Committee to review, investigate, and respond to complaints.

2. LEGAL REFERENCES

This policy aligns with the following: Utah Code 53G-7-402, USB E Rule R277-113-6(2), USB E Rule R277-113-7

3. NUAMES will utilize the USB E HOTLINE

Any employee, student, parent, vendor, or member of the public may use the hotline to report:

- Misuse of public funds
- Fraud or fiscal misconduct
- Unethical or illegal financial activity
- Violations of procurement procedures

NUAMES will post the hotline information on its official school website, in a clear and visible location. Reports may also be submitted directly to the NUAMES Board *Audit Committee* at: nuamesauditcommittee@gmail.com This information shall remain visible at all times and updated as required.

4. AUDIT COMMITTEE — APPOINTMENT AND ROLE

The NUAMES Governing Board will appoint an **Audit Committee** consisting of three Board members.

4.1 Audit Committee Responsibilities

- Receive and review complaints or hotline reports
- Determine whether investigation is warranted
- Document findings and recommendations
- Respond to the complainant directly within the designated time frame
- Recommend corrective action, training, policy changes, or disciplinary measures if necessary.
- **If criminal activity is suspected** the Audit Committee will contact legal counsel and may forward the matter to law enforcement or USBE.

5. RECEIPT OF COMPLAINTS FROM USBE

If USBE forwards a complaint or report to the NUAMES Audit Committee under R277-113, Within ten (10) business days:

- The Governing Board Audit Committee will be notified of the intake
- Action items or investigation requirements will be identified
- Respond to the complainant directly within the designated time frame

6. CONFIDENTIALITY & NON-RETALIATION

- Investigations shall be confidential to the fullest extent permitted by law.
- Good-faith reporting is protected.
- Retaliation is prohibited and may result in termination or legal action.

7. POLICY REVIEW

This policy shall be reviewed every three (3) years, or sooner if USBE modifies R277-113 or related laws.

The website posting must be updated immediately if USBE updates hotline contact information.